📋 Student Form Submission Instructions

Dear Students,

Please read the following instructions carefully before filling out the admission form. Ensure you have all the required documents ready in **soft copy (PDF or JPG/PNG format)**.

☑️ Steps to Fill the Form

1. Registration

- Visit the official form link.
- Click on **"Sign Up"** and fill in the following:
    - Full Name
    - A valid **Email ID** (you will receive an OTP for verification)
    - Phone Number
    - Create a secure Password

2. Login

- After signing up, log in using your **registered Email ID and Password**.

3. Fill in Personal Details

Enter the following details accurately:

- Full Name (as per official documents)
- Date of Birth
- Gender
- Caste & Religion
- Blood Group
- Contact Number
- Email ID
- Permanent & Present Address
- Guardian's Name and Contact Details

4. Academic Details

Provide complete academic information:

- HSLC (Class 10) Details

- H.S./H.S.S.L.C. (Class 12) Details

- B.A./B.Sc./B.Com. or other degree details

- M.A./M.Sc./M.Com. details (if applicable)

- Previous University details (if not from Gauhati University)

- GUBEDCET Roll Number

5. Upload Required Documents

Upload clear and legible scanned copies of the following documents in the specified formats and file size limits:

SL. No.	Document Name	Format	Max File Size
1	Passport-size Photograph	JPG / PNG	500 KB
2	Signature	JPG / PNG	500 KB
3	Aadhar Card (Front & Back)	PDF	1 MB
4	PAN Card	PDF	1 MB
5	HSLC Admit Card	PDF	1 MB
6	Caste Certificate (if applicable)	PDF	1 MB
7	HSLC Marksheet	PDF	1 MB
8	HS (Class 12) Marksheet	PDF	1 MB
9	Degree Combined Marksheet	PDF	1 MB
10	Master's Degree Combined Marksheet	PDF	1 MB
11	GUBEDCET Result	PDF	1 MB
12	GUBEDCET Admit Card	PDF	1 MB

6. Final Review and Submission

- Double-check all details filled in the form.

- Ensure all necessary documents are uploaded correctly.

- Click on **"Submit"** only after verifying everything.

7. Payment

- Pay the form fee of **₹500** through the available online payment mode.

- Make sure the payment is successful.

- It's fine but add this to the payment option...

⚠ **Important**: Do not refresh or press the back button during the payment process. Please wait patiently to be redirected to the confirmation page after successful payment. Interrupting the payment may lead to failure or duplicate transactions.

8. Download Confirmation

- After submitting the form and completing payment:

  o **Download the confirmation page**

  o **Download/Save the payment receipt** for future reference.

i Note:

- Incomplete forms or incorrect document uploads may lead to cancellation.

- Keep all your original documents ready for physical verification during admission.

- For any technical issues, contact the support team at:

  Phone no.: +91 03621359330 ; Email: admissionrttc@gmail.com