

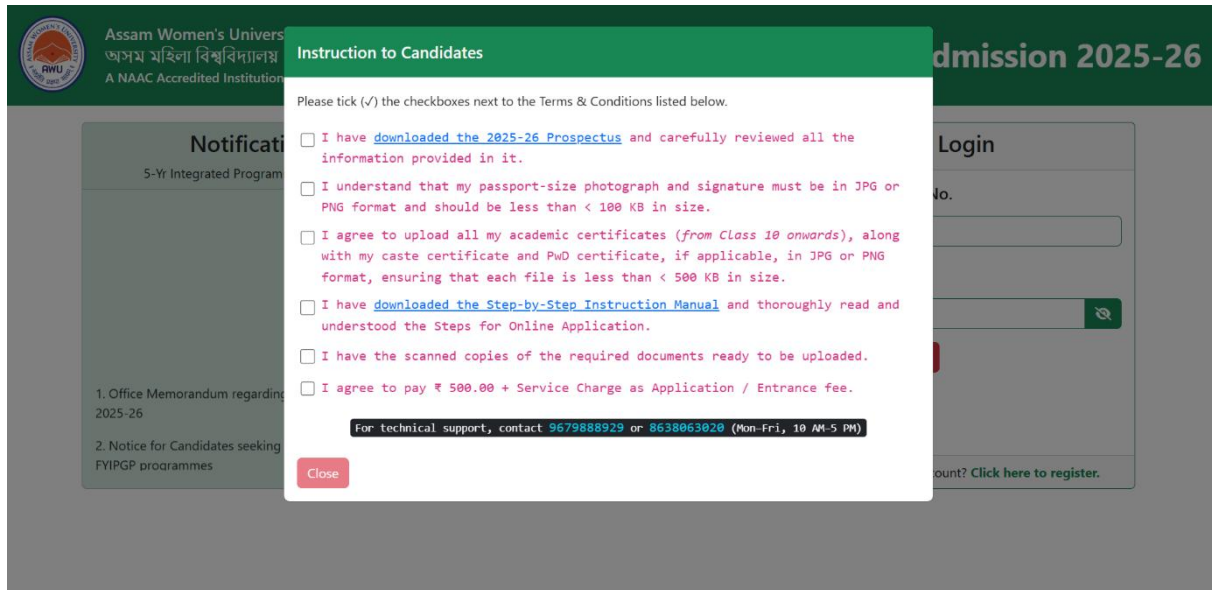
## **Manual**

**( For Candidates to self-register in AWU Admission Web Portal 2025 )**

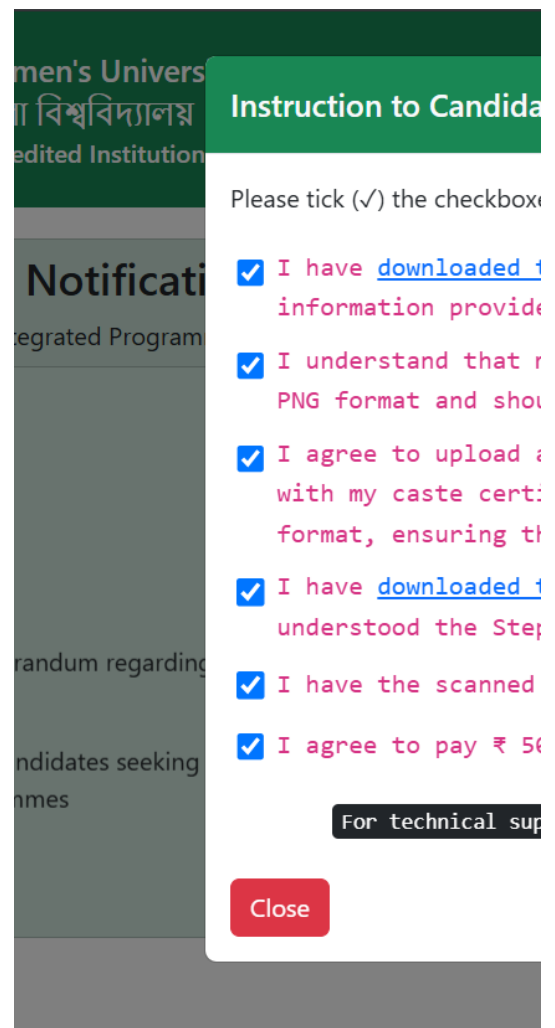
**[ Version 1.0.0 ]**

(This manual is for candidates who are seeking admission into BPT, PG and Diploma programmes only)

**STEP 1** Visit <https://admission.awu.ac.in> and go through the Terms & Conditions mentioned on the **Instructions to Candidates** popup as shown below



**STEP 2** Please check (✓) the boxes next to the Terms & Conditions listed below.



**STEP 3** **New Candidates** will have to register themselves by clicking on the option **Click here to register**. Basic information will be collected such as Candidate's Name, Mobile (*Only 1*

mobile number is allowed to register per application), Email, Address, City, State, PIN Code, Candidate's passport-size photograph and signature which must be in JPG or PNG format and should be less than < 100 KB in size.

The screenshot displays the Assam Women's University admission portal for 2025-26. The header includes the university logo and name in English and Assamese, along with the text 'A NAAC Accredited Institution'. The main content area is divided into three sections: 'Notification' for 5-Yr Integrated Programmes (FYIPGP), 'Notification' for BPT, Other PG & Diploma Programmes, and a 'Login' section. The Login section contains fields for 'Email or Phone No.' and 'Password', with 'Sign In' and 'Reset' buttons. A red box highlights the text 'Don't have an account? Click here to register.' at the bottom of the Login section.

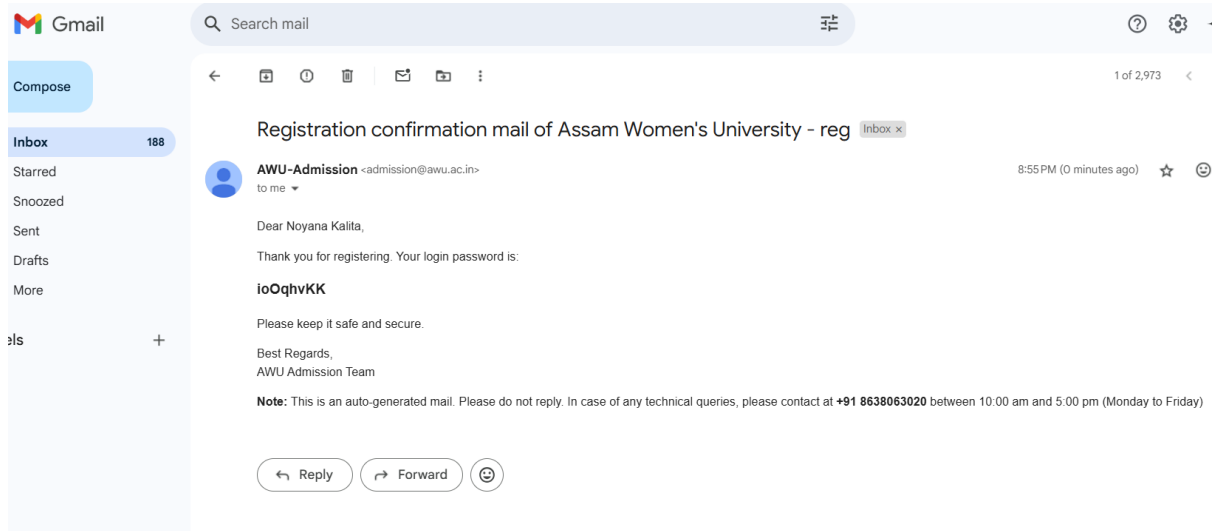
On clicking the option **Candidate Registration – Basic Profile** pop-up will appear where the candidate will have to fill in all the mandatory fields. After successful submission, the candidate shall receive the **password** for logging in to the system on her registered email.

The screenshot shows a 'Candidate Registration - Basic Profile' pop-up form. The form includes the following fields: 'Candidate's Name' (with a note 'Write your complete name'), 'Mobile Number' (with a note 'Do not prefix 0 or +91'), 'Email' (with a note 'Please provide a valid Email'), 'Address' (with a note 'Please provide a valid address'), 'City' (with a note 'Please provide a valid City'), 'State' (with a note 'Please choose a valid State'), and 'Pin Code' (with a note 'Please provide a valid PIN Code'). There are two file upload sections: 'Upload your Photograph' and 'Upload your Signature', both with 'Choose File' and 'No file chosen' options and a note 'Please provide JPG or PNG file under 100 Kb'. The form also features 'Close', 'Reset', and 'Submit' buttons at the bottom.

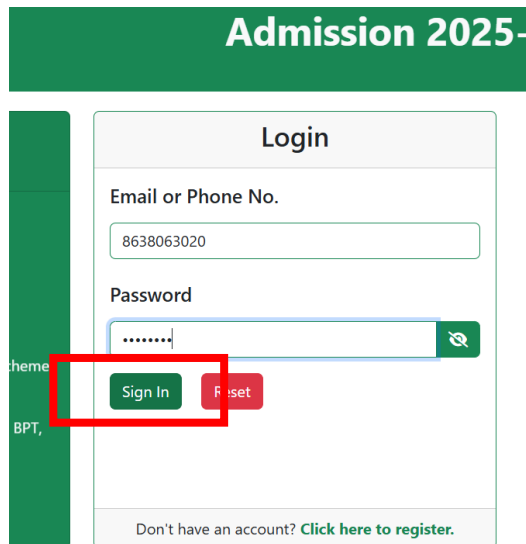
You will receive the following message on successful registration.

The screenshot shows a confirmation message: 'Registration successful! Password sent to your registered email.' The message is displayed in a green box with a checkmark icon.

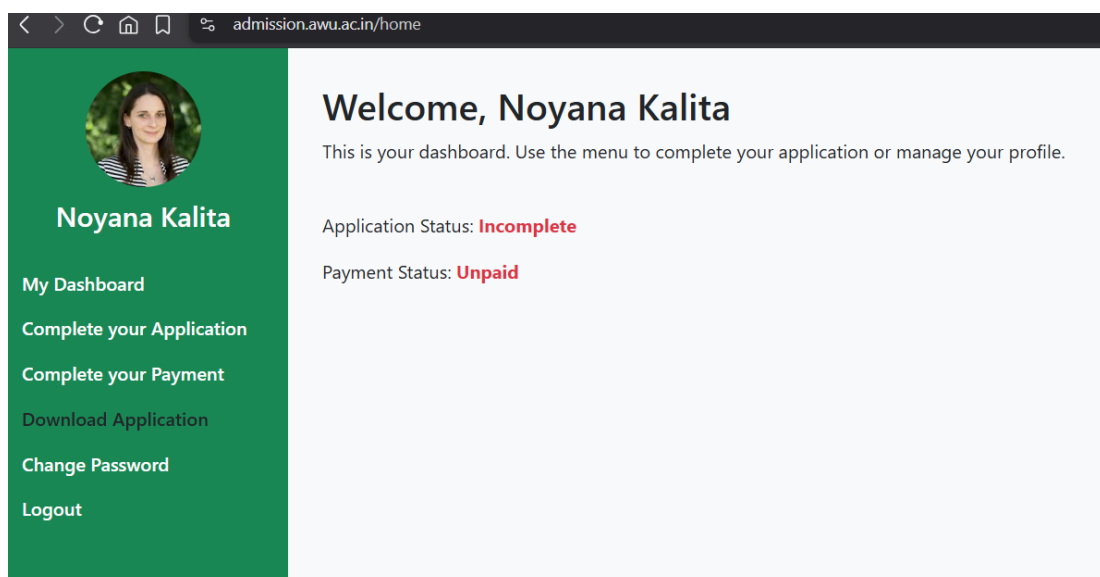
**STEP 4** Here is a sample of the email received on candidate's registered email.



**STEP 5** You may now login



**STEP 6** Once logged in, you will be greeted with a Welcome message and the statuses of your application and payment will be visible. To change your default password, follow **STEP 10**



**STEP 7** On clicking **Complete your Application** option, a multiple step pop-up will appear to collect candidate's information such as Date of Birth,

**Complete Your Application**

Date of Birth \*  Religion \*  Marital Status \*

Blood Group \*  Nationality \*  Domicile of Assam? \*

Caste \*  Person with Disability? \*

Father's Name \*  Father's Occupation

Mother's Name \*  Mother's Occupation

Next step for the candidate is to provide **Centre preference** from amongst: Dibrugarh, Guwahati, Jorhat and Lakhimpur cities. If Candidate selects Programme Level as PG, then the candidate may choose up to three programmes (*Go through the Eligibility criteria of each programme from the Prospectus 2025*) as preferences.

**Complete Your Application**

Programme Level \*

Preferences

Centre Preference 1 \*  Centre Preference 2 \*  Centre Preference 3 \*

Programme Preference 1  Programme Preference 2  Programme Preference 3

- MA in Cultural Studies
- MA in Economics
- MA in Education
- MA in English
- MA in Mass Comm & Journalism
- MA in Political Science
- MA in Psychology
- MA in Sociology
- Master of Business Administration (MBA)
- Master of Computer Application (MCA)
- Master of Fashion Technology**
- Master of Library & Info. Science (MLIS)
- Master of Tourism & Travel Mgmt. (MTTM)

Contd..

For candidates seeking admission into PG and PG Diploma programmes, academic records of her graduation are required. **Candidates seeking admission in BPT may skip this step.**

The screenshot shows a modal window titled "Complete Your Application" with a green header and a close button. The main content is titled "Graduation Details (Mandatory for Candidates applying PG programme)". It contains the following fields:

- Graduation Program: Text input field.
- Graduation Passing Year: Text input field.
- Upload Graduation Marksheet: File upload button with "Choose File" and "No file chosen" options.
- Upload Graduation Pass Certificate: File upload button with "Choose File" and "No file chosen" options.
- Evaluation Type: Dropdown menu with "Select" as the current selection.
- Percentage / CGPA: Text input field.

At the bottom, there are "Back" and "Next" buttons.

In the next step, the candidate has to complete her academic records of Class 10 and upload her Admit Card, Marksheet and Pass Certificate in JPG or PNG format and each file should be less than < 500 KB in size.

The screenshot shows a modal window titled "Complete Your Application" with a green header and a close button. The main content is titled "Class 10 Details". It contains the following fields:

- Passing Year \*: Text input field with a dropdown arrow.
- Admit Card \*: File upload button with "Choose File" and "No file chosen" options.
- Marksheet \*: File upload button with "Choose File" and "No file chosen" options.
- Pass Certificate \*: File upload button with "Choose File" and "No file chosen" options.
- Evaluation Type \*: Dropdown menu with "Select" as the current selection.
- Percentage / CGPA \*: Text input field.

At the bottom, there are "Back" and "Next" buttons.

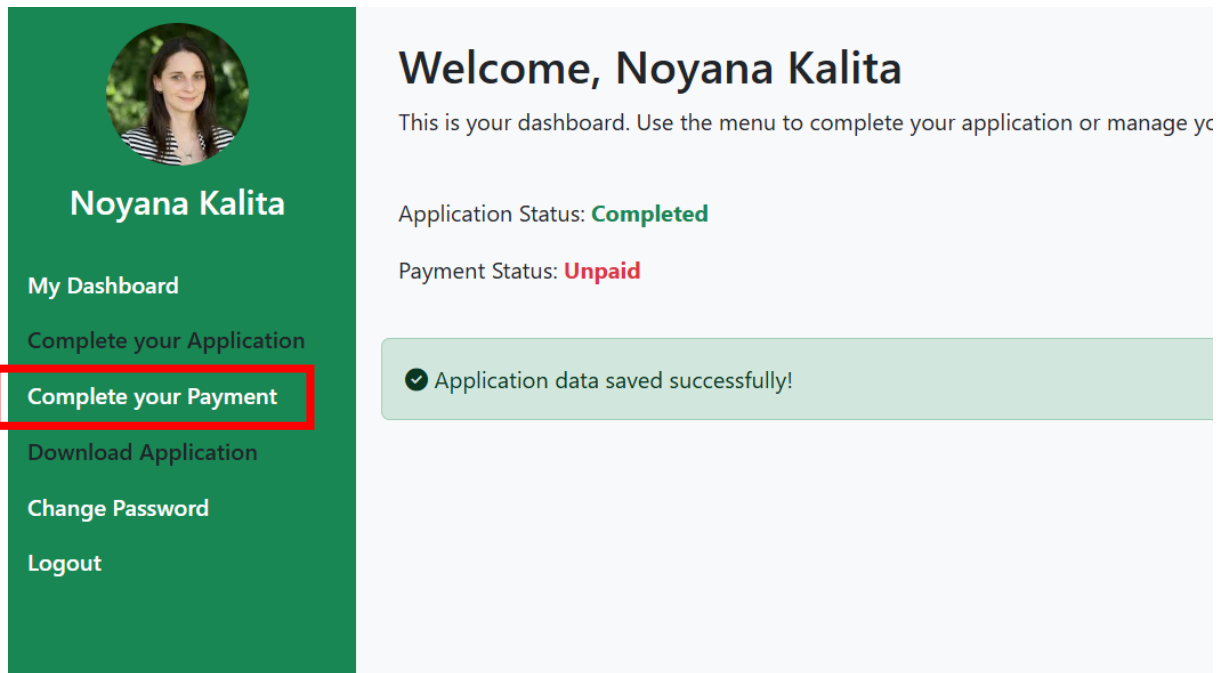
In the final step, the candidate has to complete her academic records of Class 12 and upload her Marksheet and Pass Certificate in JPG or PNG format and each file should be less than < 500 KB in size.

The screenshot shows a modal window titled "Complete Your Application" with a green header and a close button. The main content is titled "Class 12 Details". It contains the following fields:

- Passing Year \*: Text input field.
- Marksheet \*: File upload button with "Choose File" and "No file chosen" options.
- Pass Certificate \*: File upload button with "Choose File" and "No file chosen" options.
- Evaluation Type \*: Dropdown menu with "Select" as the current selection.
- Percentage / CGPA \*: Text input field.

At the bottom, there are "Back" and "Submit" buttons.

**STEP 8** On successful completion of Application you will receive the following message. Notice that you cannot change or edit your completed application as the option will be **disabled**.



**Welcome, Noyana Kalita**

This is your dashboard. Use the menu to complete your application or manage your application.

Application Status: **Completed**

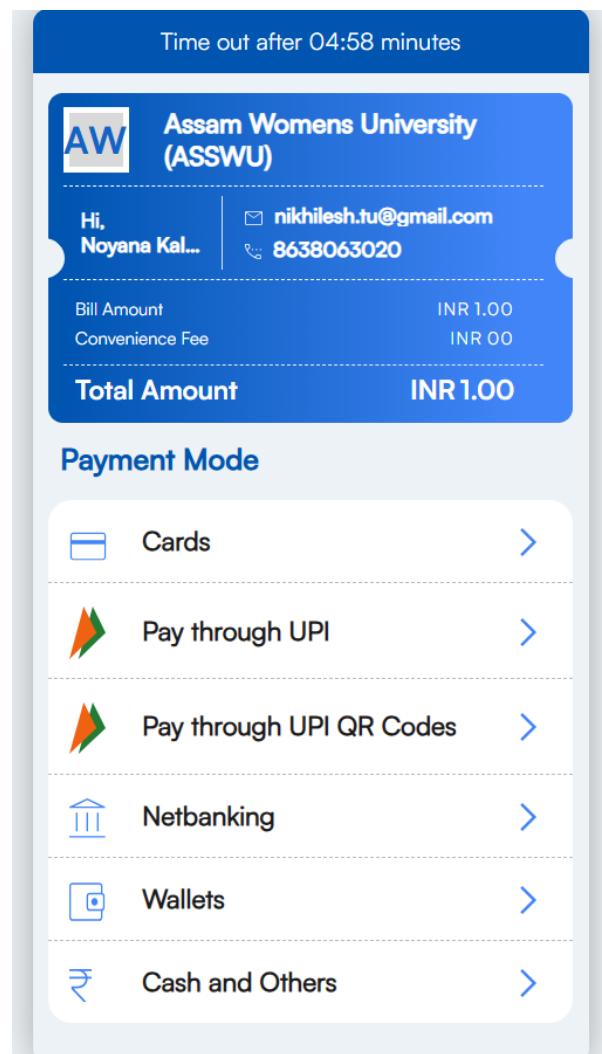
Payment Status: **Unpaid**

Application data saved successfully!

**My Dashboard**

- Complete your Application
- Complete your Payment**
- Download Application
- Change Password
- Logout

Next on clicking **Complete your Payment** option you will be redirected to Payment Gateway service page where you will have to choose a suitable mode of payment of the Application / Entrance fee.



Time out after 04:58 minutes

**AW** Assam Womens University (ASSWU)

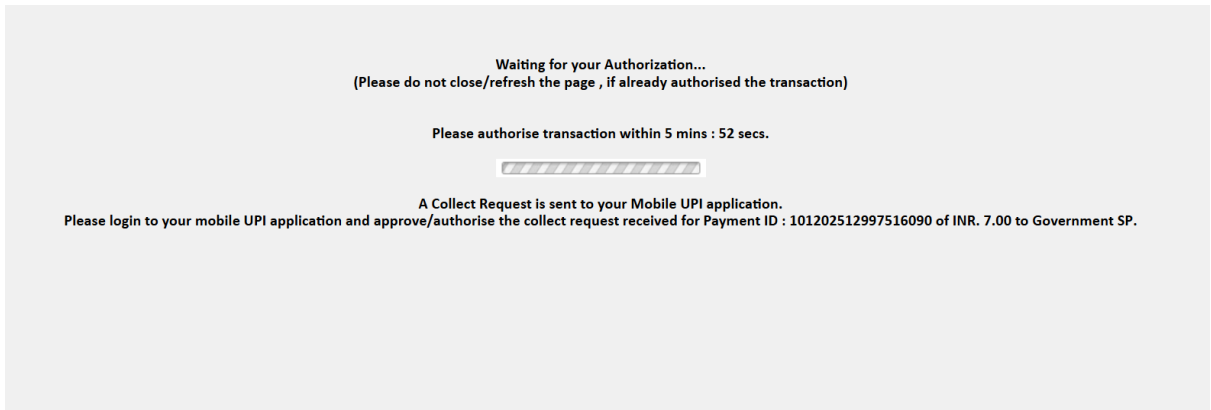
Hi, Noyana Kalita... | [nikhilesh.tu@gmail.com](mailto:nikhilesh.tu@gmail.com) | [8638063020](tel:8638063020)

Bill Amount	INR 1.00
Convenience Fee	INR 00
<b>Total Amount</b>	<b>INR 1.00</b>

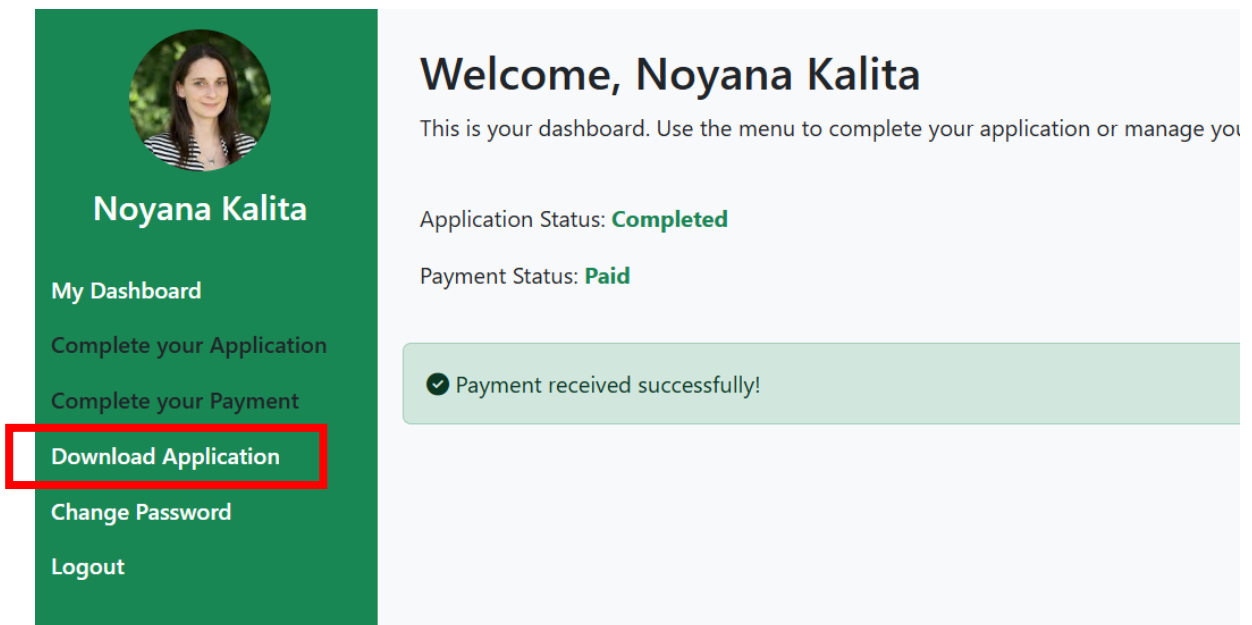
**Payment Mode**

- Cards
- Pay through UPI
- Pay through UPI QR Codes
- Netbanking
- Wallets
- Cash and Others

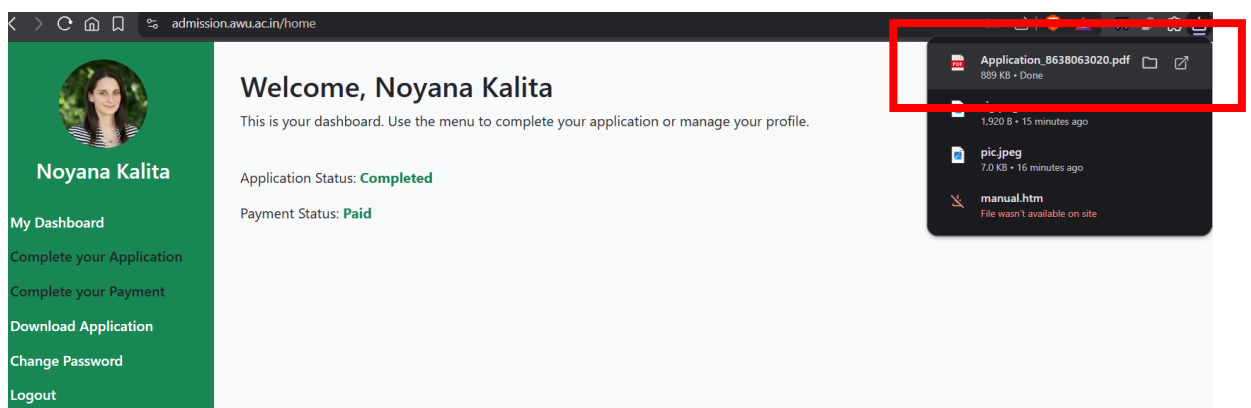
**STEP 9** **DO NOT CLICK BACK OR REFRESH** if you see the following message in the redirected payment gateway web page.



On successful completion you will receive the following message and the **Complete your Payment** option will now be **disabled**.




**Download Application** option will now be enabled for the candidate who has completed both the steps. On clicking, a dialogue window will appear for you to save the file and it will be automatically downloaded.






Here is a sample of the downloaded application

Application ID: 587850905250970592

  
**Assam Women's University**  
(Please keep this auto-generated application for future reference)



**Candidate Details:**

<b>Name</b>	Noyana Kalita	<b>Mobile</b>	8638063020
<b>Father's Name</b>	Navajit Kalita	<b>Father's Occupation</b>	Service
<b>Mother's Name</b>	Meenu Kalita Das	<b>Mother's Occupation</b>	
<b>Address</b>	Opp. Jonaki Sangha School, Maaj Gaon, Jorhat, Assam, PIN-785011		
<b>Email</b>	nikhilesh.tu@gmail.com	<b>Date of Birth</b>	03-02-1990
<b>Religion</b>	Hinduism	<b>Marital Status</b>	Single
<b>Blood Group</b>	O+	<b>Nationality</b>	Indian
<b>Domicile of Assam?</b>	Yes	<b>Caste</b>	UR
<b>Person with Disability?</b>	No		

**Candidate's Academic Details:**

<b>Class 10</b>	<b>Passing Year</b>	2010	<b>Evaluation</b>	Percentage	<b>Score</b>	75
<b>Class 12</b>	<b>Passing Year</b>	2008	<b>Evaluation</b>	Percentage	<b>Score</b>	78.9

**Programme(s) Applied:**


Preference 1	Preference 2	Preference 3
MA in Education	MA in English	MA in Psychology

**Center(s) Preferred:**

<b>Preference 1</b>	<b>Preference 2</b>	<b>Preference 3</b>	<b>Preference 4</b>
Dibrugarh	Jorhat	Guwahati	Lakhimpur

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I understand that if any discrepancy is found at any stage of the admission process, my candidature is liable to be cancelled.

**Date:** Fri, May 9, 2025 9:07 PM

  
(Signature)

**STEP 10** To change your default password click on the option **Change Password**.

Welcome, Noyana Kalita

your dashboard. Use the

ation Status: **Completed**

ent Status: **Paid**

**Change Password**

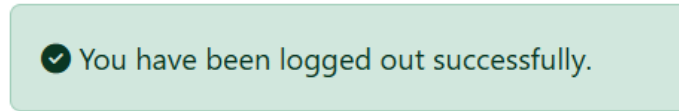
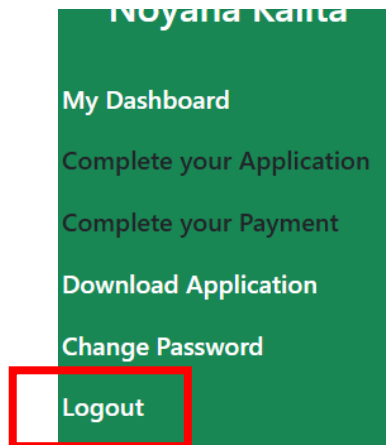
Current Password

New Password

Confirm New Password

**Update Password** **Reset** **Cancel**

**STEP 11** You may now logout of your account by clicking the option **Logout**. On successful, closing of your session you will receive the following message.



For technical support, contact **9679888929** or **8638063020** (Monday – Friday, 10 AM–5 PM)

Admission Team 2025  
Assam Women's University