



SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF KERALA
INSTRUCTIONS FOR ONLINE REGISTRATION

General Instructions

1. Before filling up the online application, applicants are advised to read the Prospectus carefully and ensure that he/she is eligible as per the criteria prescribed in the Prospectus.
2. Applicant(s) must have a valid e-mail id and mobile number.
3. Fields marked with (*) are mandatory.
4. All admissions are provisional till the verification of the original certificates are made.
5. PG candidates whose qualifying examination certificate is from a University other than Kerala University should take eligibility certificate from Kerala University before registering online.
6. UG candidates whose qualifying examination certificate is from other State Boards/NIOS should obtain eligibility certificate from Kerala University before registering online.
7. Applicants belonging to SC/ST/OEC/OBC-H category and eligible for fee concession should produce the print out of E-grants on-line application for fee concession from Akshaya Kendra, along with a copy of SSLC, Plus Two and Degree certificates, Original caste and income certificates, copy of Aadhaar card and copy of bank passbook. The students eligible for fee concession are advised to visit www.e-grantz.kerala.gov.in for submitting application for e-grants.
8. Fee can be remitted using online mode / SBI challan / DD (in favour of the Finance Officer, University of Kerala, Thiruvananthapuram) / University cash counters/ Kerala University-e payment portal (<https://pay.keralauniversity.ac.in/kupay/>).

Please note: Steps for remitting Admission fee via [KU online Payment portal](#).
Select the option Departmental remittances -> Department name as School of Distance Education and Purpose -> Admission Fee

9. All candidates are directed to remit Rs. 105/- (Rupees One Hundred and Five Only) towards the SDE-DDF (Department Development Fund) by Demand Draft from any branch of SBI drawn in favour of the Director, SDE, University of Kerala, Kariavattom Campus payable at SBI, Kariavattom Branch, Thiruvananthapuram.

Please mention name, address and purpose on the back side of the DD before submission. DDF can also be remitted in cash directly at the SDE Tapal - section, while submitting the application hard copy at SDE.

10. Opening of online registration: **October 31, 2021**
11. Closure of Online registration :**December 15, 2021**
12. Submit the print out of the online application form along with DDF receipt and other documents (TC, Qualifying certificates in original, Copy of SSLC and Passport size photo) to the Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram-695581 **on or before December 15, 2021**, preferably by Registered / Speed post.
13. For more information, please contact General Enquiry:**8129977026**
14. Applicants may send general and technical queries related to online registration or admission process, if any to sdetechnicalhelp@gmail.com or sdedirectorkeralauniversity@gmail.com

Instructions for Online Registration Process

- Online application involves 7 steps - User Creation, Personal Details, Course Details, Academic Details, Fee Details, Check lists and Photo/Sign and Upload. After reading the instructions below click on "Proceed "button to start your registration process.
- **Please note that : -**
 - Candidates who have not studied BA English Language & Literature but wish to opt MA English should also enter their PART I percentage of marks, while entering their academic details in the portal.
 - Candidates who wish to select MA Malayalam or MA Hindi should also enter their additional language percentage of marks while entering their academic details in the portal.
- Fill details in each step carefully. Do not click 'Back/Forward/Refresh' button in the browser during registration.
- Details provided in first step are not editable. After completing this step you will get an application number and password. Save this for future use. Even if the registration process is interrupted, the applicant can login [from the login facility at home page] again with the same application number (as userid) and password (your date of birth) to continue the rest of the registration process.
- Once you login to your profile, you will get a status report of your registration process.
- Click on "START REGISTRATION" button if you are about to start registration or click on" CONTINUE REGISTRATION "if you are already halfway.
- Click on "EDIT" button against each step to change details regarding any of the steps already completed.

- Students can download the SBI challan from the website. Challan will be printed with your name and amount to be paid. The amount should be remitted in any SBI branch and student should login again to continue registration. He / She should submit the Receipt No, Receipt Date, Amount, Branch Name and Bank Transaction Id.
- Students opting for DD / University Cash Counters/Kerala University- ePayment Portal mode of payment should remit fees in advance and submit the details as above.
- While selecting the online payment mode, if your transaction shows FAILED, you may wait 24 hrs to complete the transaction settlement process.
- Specification for Photograph & Signature:Photo [with 150px X 200px (WIDTH X HEIGHT),40kb,.jpg format only]. Photo must be clear and with light background. Signature [with150px X 60px (WIDTHXHEIGHT),40kb,.jpg format only].
- Refund of fee remitted online will be decided upon only on the basis of written request to the Registrar, University of Kerala; and shall be subject to existing refund rules and regulations of the University of Kerala.

Online Registration: step by step instructions

❖ [Click here for instructions - Malayalam](#)

❖ [Click here for instructions - English](#)
