

UNIVERSITY DEPARTMENTS OF ANNA UNIVERSITY
ADMISSION TO

B. E. / B. Tech. / B. Arch. DEGREE PROGRAMMES 2022 – 23
(FOR OTHER STATE CANDIDATES)

GUIDELINES TO FILL-UP THE ONLINE APPLICATION

1. Candidate should apply only through Online in the Web Portal. www.annauniv.edu/cfa/
2. The Candidate should use a valid and functional E-mail ID, a valid and functional Mobile number for Registration. This Email ID and Mobile number must be maintained active, as all the communications to the candidate will be sent only to the registered E-mail ID and Mobile number.
3. The Candidate must be ready with the details such as Marks, Percentage of Marks, Year of Passing, Board / Institute, scanned image of their photograph, signature in **jpeg** format only with prescribed file size / Resolution. Scanned copy of Mark sheet / Transfer Certificate / Migration Certificate / Permanent Residence Certificate and Community Certificate for SC/ST and other relevant certificates if any. **An application without any one of the relevant certificate or mark sheet will be rejected.**
4. Candidates are required to upload their photograph as per the specifications given in the guidelines for scanning and uploading photograph. **An online application uploaded without photograph will be rejected.**

5. Mode of Payment

The candidate should pay Registration fee as detailed below only through **Online** payment.

(a)	B.E./B.Tech. only	₹800/- (+18% GST)
(b)	B.Arch. only	₹800/- (+18% GST)
(c)	B. E. /B. Tech. and B. Arch.	₹1600/- (+18% GST)

6. After entering all the details, choose save / submit button. The entered details can be viewed, in case if you want to make any changes, the applicant can make the changes. After this the candidate should click submit and save button. The candidate need not send the printout of the online application or any other documents to the Director (Admissions). **All the Original Certificates including Mark sheets and Permanent Residence Certificate will be verified and hence care should be taken while uploading the scanned copies of the certificates.**
7. Applications received directly other than the Online Application portal will be rejected.
8. Only Eligible candidates will be permitted for Choice Filling / Online Counseling.