

## INSTRUCTIONS FOR ONLINE COUSSELLING/FILLING OF PREFERENCE

1. Before filling up the preference candidates are advised to carefully go through the Admission Prospectus 2019-20, which is available at University web site. After submission of no edit option is available in the form.
2. To start counseling candidate can use login and password which is generated at the time of filling of application form.
3. **Process for Online Counseling:-**
  - Enter the URL: [admissions.hau.ac.in](http://admissions.hau.ac.in).
  - Enter the Registration User name and password.
  - Click on button on left side of the page.
  - Fill all the form available in the pages.
  - Click next button to move further.
  - After filling up online counseling application form click save and proceed button.
  - After click on save & proceed button confirmation page will appear to re-check your detail before proceeding further.
  - Click on edit button if any changes are required in the filled details.
  - Click on save & proceed button.
  - Click on pay fee for the payment of online application form.
  - For payment three options are available i.e Net Banking, Debit card, credit card.
  - After the payment check your fee receipt.
4. After completion of the payment download the filled choice form. **Process of successful submission of online counseling form will be completed only after taking print out of the form.**
5. Candidates are advised to take printout of the filled choices form. If any candidate is unable to print form they can contact on the Phone No. **01662-255254 7 am to 2.00 pm** (except holidays).
6. The candidates need not to send hard copy of PDF of admission form to the University.
7. The result of seat allotment will be available at login of the candidate as per dates mentioned in Annexure-II.
8. Candidate should take print out of this provisional seat allotment letter at their login as per schedule in Annexure-II.
9. After the seat allotment, the candidate should personally visit the University him/her on specified reporting dates for taking admission on the venue as per schedule in Annexure-II.
10. Complete all the following formalities in the University for Admission on date of physical reporting.
  - Physical verifying their original document.
  - Submission of fee online at the University.
  - Registration of Course online at the University.