

Gujarat University

**Online Admission Process for Students seeking admission at UG Programmes
(BA, B.Com., BBA, BCA, B.Sc. & Integrated Course) : Year 2024-25**

Go to website GCAS or Admission link of Government of Gujarat:

<https://gcas.gujgov.edu.in/>



Registration (By giving your name, date of birth as per HSC Marksheet, mobile and email id)

User Name and Password will be given to you on Registered Mobile and Email. Candidates are requested to permanently save it for entire admission process.



Process after Initial **Registration**: (log-in again through above link/ website by using your user ID and password) student can fill in form at different Universities and the colleges thereunder.



Fill in particulars in following steps.

(Basic Details)

Click Button of save and next after completing particulars.



(Personal Details)

Click Button of save and next after completing particulars.



(Academic Details)

(Fill the details as per your Marksheet, Category Certificate etc (documents),

if there will be any discrepancy in your entered data and your original documents verification at the time of admission, *it will be liable to cancel your right to admission at particular round.*)

Click Button of save and next after completing particulars.



(Upload Documents)

- Applicant must have latest Photo and Signature with maximum size of 50 K.B (JPG/JPEG Format).
- Applicant must have below documents with maximum size of 200 K.B. for complete application fill-up.
 - All Mark-sheets of Qualifying Exam (If Original Mark-sheet is not available, you can upload copy of online mark-sheet)
 - School Leaving Certificate(Optional)
 - Caste Certificate (If Applicable)
 - Non-Creamy Layer Certificate of Valid Period (If Applicable)
 - Differently Abled Certificate (If Applicable)
 - EWS Certificate (If Applicable)

Click Button of save and next after completing particulars.



(Choice – University/Program/Colleges/Medium)

Candidate may fill in the college choice of different Universities and also within each universities different colleges as per choice from the given list on the website.

Click Button of save and next after completing particulars.



(LOCK)

After having verified all details and if you are sure that no change is required in on line admission form entry then press Button of **LOCK** and give consent to lock your particulars.

No change of preference of colleges and other particulars will be done thereafter. Make on line payment of Rs. 300/- towards Admission process fees through Payment Gateway



(Submit and Download Application form)

Before submitting the form verify the details and data you filled in your application form, allotment will be on the data you entered. If you have entered wrong merit data your admission will be cancelled.

(You have option to edit/modify personal, academic details & other wrong/false details on or before completion of registration date i.e. 28/05/2024)



(Preference filling/Rearrange of your choices locked at the time of registration)

As per choices, those who have selected college/program/courses of Gujarat University, must log-in with your credential and select GU preference portal and rearrange choices of your preferences of admission based on your merit and category on a prescribed date/period. (Those who are not rearranging choices as per their preferences, their choices will be considered as per data provided by GCAS portal for admission allotment)



Download Admission offer letter (only one) wherever student want to take the admission

Student can view the Admission Offer Letter(s) among the respective Course(Program) in which he/she has applied and he/she can download only one admission offer letter wherever he/she can take the admission and has to go for reporting at respective college with their original documents as per schedule only. If he/she fails to do so in timeline, admission will be liable to cancel at that particular round.



Student has to report respective college with original documents

Student has to approach the college with his/her **all original marksheets, category certificates (if any) and other original documents** as well as copies and **Admission Offer Letter** of offered college and **Registered mobile of the student.**



Students coming from school located out of Gujarat state are mandatorily required to obtain Provisional Eligibility Certificate (PEC) from the Gujarat University through following link before registration:

<https://fees.gujaratuniversity.ac.in>



(Document Verification)

The college will verify all original documents and marksheets of the student. If all documents and mark-sheets match and found correct with filled details and merit rank than proceed for the admission.

(If the marks in the original marksheet of student differs from the marks of Admission Offer Letter or any other discrepancy about category certificate of candidate, the college will refuse the student to give admission. (These students can rectify/correct merit-marks or category after completion of 2nd round or whenever GCAS Portal announce))



Pay the Fees and Secure Admission

After verification, college will enter the ID of the student through college login and then GCAS will send OTP to the registered mobile of the student, college has to enter that OTP on GCAS Portal for confirm the admission. Then student has to pay Fees at the college and secure the admission.



- (1) After having secured admission through above mentioned process by the student, his/her admission rights at other colleges and Universities will automatically come to an end.
- (2) If any student is not offered admission in any college/university, he/she may wait till the publication of next round.
- (3) If any student is offered admission in any college / university in which he / she applied, the candidate will not be offered admission in next round.