

# KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

# HOW TO APPLY FOR PG/PHD COURSES THROUGH ONLINE ADMISSION PORTAL

ADMISSION WEBSITE : http://admission.kufos.ac.in/

Before starting online registration read prospectus carefully. Prospectus is available at admission website.

# • STEP 1 – CANDIDATE REGISTRATION (LOGIN CREATION FOR ACADEMIC ADMISSIONS)

Click "NEW CANDIDATE REGISTRATION" button and submit details. All fields are mandatory. After submitting the details, an email and sms containing password (temporary) will be sent to the email address and mobile number provided. The user name will be candidate's email address.

#### STEP 2 – CANDIDATE FIRST LOGIN AND PASSWORD CHANGE

Candidates are requested to login with your registered email id and temporary password at candidate login page. The candidates are prompted to change their temporary password with your own personalized password at this stage. (Please note that password must have at least 8 Characters and contain at least **one Capital letter**, **one number** and **one special character.)** 

#### STEP 3 – PERSONAL DETAILS

Read the instructions on the login page .Then click **APPLY ONLINE** button. Fill all the Personal details required in the form. In case of any doubt please read the relevant part of the prospectus once again .

#### • STEP 4 – PHOTO AND SIGNATURE UPLOAD

Upload your recent **passport size photograph** (3.5 cm x 4.5 cm or 150W X 200H pixel with the file size less than 30 KB) in a formal dress against plain background. The image formats can be **.jpg or .jpeg**.

Upload a scanned image of your Signature (3.5 cm x 1.5 cm or 150W X 100H pixel with file size less than 30 KB). The image format can be jpg or jpeg.

#### STEP 5 – SPECIAL RESERVATION and COURSE SELECTION

A. Please select the reservation category, if applicable.

B. Select your qualification. The list of courses in the University for which you are eligible for admission based on your qualification shall be automatically displayed. You can select the courses for which you seek admission. The first preferred course shall be selected first and so on. Option number will be assigned for each selected course. Candidates should ensure that the chosen options are in right priority. If you rearrange the selections make sure that the priority is not changed.

### After final submission the options/courses cannot be changed.

#### • STEP 6 – APPLICATION FEE DETAILS

According to the no. of courses selected, the amount to be paid towards application fee will be displayed.

#### STEP 7 – VERIFY and FINAL SUBMIT

Before CONFIRM and SUBMIT, a preview of the online application will be available. Candidate should ensure that the details are entered without any errors. In case any change is to be made, go to the required page, edit and save. After FINAL SUBMIT candidates should print the application by selecting PRINT APPLICATION and send it to the 'The Registrar, Kerala University of Fisheries & Ocean Studies, Panangad, Kochi – 682 506' along with the following:

#### **PG** applicants

- (i) Application fee receipt
- (ii) Copy of
  - (a) Certificate to prove age & date of birth
  - (b) KMAT/CAT/CMAT score sheet (for MBA course)
  - (c) Consolidated mark sheet of Degree/PG
  - (d) Degree certificate
  - (e) Mark list of semesters (for those who are in their final semester of Degree course)
  - (f) Front page of passbook issued by Fishermen Welfare Board (for candidates claiming reservation under 'Children of Fishermen' category)
  - (g) Cast certificate (for those claiming reservation)
  - (h) Other certificates, if any.

#### PhD applicants

- (i) Application fee receipt
- (ii) Copy of
  - (a) Certificate to prove age & date of birth
  - (b) Consolidated mark sheet of PG
  - (c) Post Graduate Degree certificate
  - (d) Cast certificate (for those claiming reservation)
  - (e) Other certificates, if any.
- (iii) For exemption from KUFOS Entrance examination, the applicants shall possess the following and shall attach copy of the relevant certificate/document:
  - (a) UGC NET/GATE/ICAR/KSCSTE/CSIR/NBHM/ICSSR certificate
  - (b) National/Kerala State research fellowships with valid score, with committed financial assistance in any of the National/State level eligibility tests conducted by the agencies recognized by the University
  - (c) Candidates who have been awarded research fellowship by the Government of India for pursuing the PhD Programme in India
  - (d) Foreign candidates who have been sponsored under a scholarship scheme by the Government of India for pursuing the PhD Programme in India
  - (e) Teachers of Universities/aided colleges in Kerala, teachers who are working in Govt. institutions/Quasi Govt. recognized by KUFOS and Scientists in National

level Research Laboratories, with a minimum continuous service of five years as permanent employee.

## Please note that after CONFIRM and SUBMIT, no editing will be allowed.

#### • STEP 8 – MAKE PAYMENT

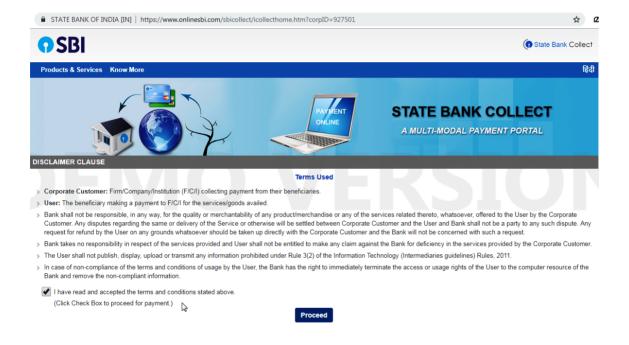


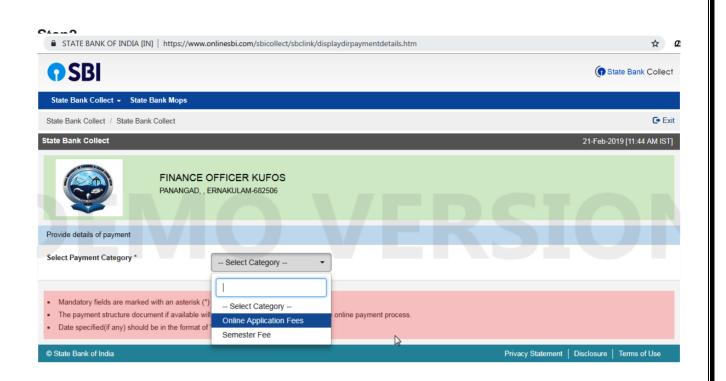
While click on the make payment button it will redirected to a page with payment details. Candidates can remit their online application fee **only after the payment** button is active.

The candidates should remember their registration number for making payment.

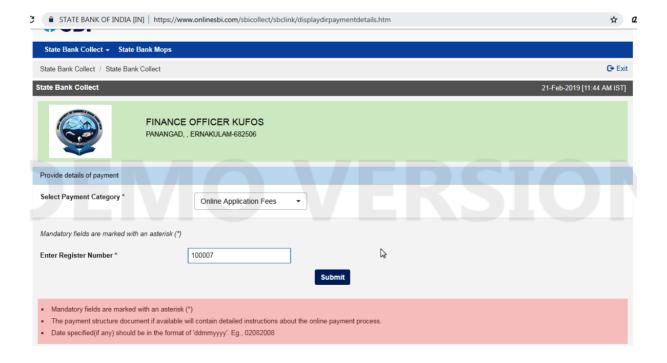
Once the make payment link is active, the candidates can remit their fees through any mode of online banking. The link leads to a SBI payment portal as listed below.

#### Step1

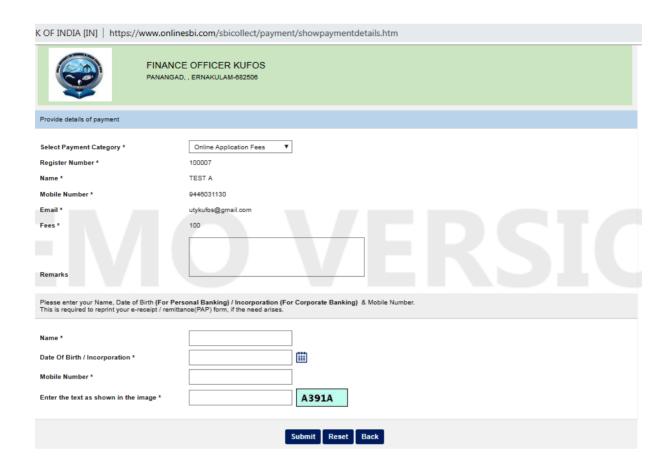




#### Step 3



Step 4



After entering the details Payment can be made through all Credit Card, all Debit Card or Net banking of almost all Banks. The candidates should take the printout of the payment receipt (once payment made successfully an e-receipt will be available for download).

The candidate should take a print out of the application and send the same along with proof of remittance of prescribed fee and copies of relevant certificates to The Registrar, Kerala University of Fisheries and Ocean Studies, Panangad P.O., Kochi 682 506 on or before the last date of application.