



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**

The screenshot shows a web interface for a student. At the top, it says 'Welcome STUDENT INITIAL' with links for 'Home', 'Change Password', and 'Logout'. On the left, there is a sidebar with a 'No Photo Available' placeholder and buttons for 'Candidate Summary', 'Application Status', 'Make Payment' (highlighted with a mouse cursor), and 'Print Application'. The main content area displays the following details:

Register Number	:	100009
Application Status	:	Application Submitted and Payment Pending
Category	:	SEBC
Special Reservation	:	1.Children of Fisherman
Qualification	:	BFSc
Courses Applied	:	Option 1 - MFSc. Aquatic Animal Health Management Option 2 - MFSc. Acquaculture Option 3 - MFSc. Fisheries Resource Management Option 4 - M.Sc. Marine Microbiology
Communication Address	:	address,address1.post, Kerala ,Wayanad ,123456
Permanant Address	:	address,address1.post, Kerala ,Wayanad ,123456

At the bottom, there is a footer with the text: 'Designed and Developed by Software Development and Training Centre, National Informatics Centre, Kochi.' and 'Content Managed by Kerala University of Fisheries and Ocean Studies, Panangad, Kochi'. Logos for 'Digital India' and 'NIC' are also present.

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

STATE BANK OF INDIA [IN] | <https://www.onlinesbi.com/sbicollect/collecthome.htm?corpID=927501>

SBI State Bank Collect

Products & Services Know More हिंदी

STATE BANK COLLECT
A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

Terms Used

- > **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- > **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

Proceed

Step 2


STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/sbicollect/sbclink/displaydirpaymentdetails.htm

SBI State Bank Collect

State Bank Collect - State Bank Mops

State Bank Collect / State Bank Collect

State Bank Collect 21-Feb-2019 [11:44 AM IST]

 FINANCE OFFICER KUFOS
PANANGAD, , ERNAKULAM-682506

Provide details of payment

Select Payment Category *

- Online Application Fees
- Semester Fee

Mandatory fields are marked with an asterisk (*)
The payment structure document if available will contain detailed instructions about the online payment process.
Date specified(if any) should be in the format of 'ddmmyyy'.

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Step 3


STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/sbicollect/sbclink/displaydirpaymentdetails.htm

SBI State Bank Collect

State Bank Collect - State Bank Mops

State Bank Collect / State Bank Collect

State Bank Collect 21-Feb-2019 [11:44 AM IST]

 FINANCE OFFICER KUFOS
PANANGAD, , ERNAKULAM-682506

Provide details of payment

Select Payment Category * Online Application Fees

Mandatory fields are marked with an asterisk (*)

Enter Register Number * 100007

Submit

Mandatory fields are marked with an asterisk (*)
The payment structure document if available will contain detailed instructions about the online payment process.
Date specified(if any) should be in the format of 'ddmmyyy'. Eg., 02082008

Step 4



FINANCE OFFICER KUFOS
PANANGAD, ERNAKULAM-682506

Provide details of payment

Select Payment Category *	Online Application Fees ▼
Register Number *	100007
Name *	TEST A
Mobile Number *	9446031130
Email *	utykufos@gmail.com
Fees *	100
Remarks	<input type="text"/>

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.
This is required to reprint your e-receipt / remittance(PAF) form, if the need arises.

Name *	<input type="text"/>
Date Of Birth / Incorporation *	<input type="text"/>
Mobile Number *	<input type="text"/>
Enter the text as shown in the image *	<input type="text"/> A391A

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.**