

# Karnataka State Open University

Mukthagangothri, Mysuru – 570 006



2020-21



**Online Admission System**

**Student User manual**

# Checklist

## User Checklist

Below is the list of documents that candidate should keep ready while using KSOU –Online Application System for first time.

- ❖ Mobile No:
  - Valid mobile no is required to fill the online application.
- ❖ Email-Id:
  - Valid Email id is required to fill the online application.
- ❖ Bank Details:
  - Bank Passbook (Bank Account Number, IFSC Code ,Branch Name).
- ❖ Documents: (Photo, Signature & Required Documents Related to Education)
  - UG
    - Scanned copy of SSLC Marks Card in JPEG/JPG/Pdf format size should be between 10KB to 300 KB.
    - Scanned copy of PUC Marks Card in JPEG/JPG/Pdf format size should be between 10 KB to 300 KB.
    - Scanned copy of photograph in JPEG/JPG format size should be between 10 KB to 150 KB.
    - Scanned copy of signature in JPEG/JPG format size should be between 10 KB to 150 KB.
    - Scanned copy of BPL Card.(For BPL Women's only) in JPEG/JPG/Pdf format size should be between 10 KB to 150 KB.
  - PG
    - Scanned copy of SSLC Marks Card in JPEG/JPG/Pdf format size should be between 10 KB to 300 KB.
    - Scanned copy of PUC Marks Card in JPEG/JPG/Pdf format size should be between 10KB to 300 KB.
    - Scanned copy of Class Declaration or Final year marks card in JPEG/JPG/Pdf format size should be between 10 KB to 300 KB.

- Scanned copy of Degree Certificate / Provisional Degree Certificate (PDC) in JPEG/JPG/Pdf format size should be between 10 KB to 300 KB.
- Scanned copy of photograph in JPEG/JPG format size should be between 10 KB to 150 KB.
- Scanned copy of signature in JPEG/JPG format size should be between 10 KB to 150 KB.
- Scanned copy of BPL Card.(For BPL Women's only) in JPEG/JPG/Pdf format size should be between 10 KB to 150 KB.

# *Steps For Admission*

*Candidates are hereby informed to read the instructions given in the prospectus carefully, before filling-up of the online application.*

**Admission for various Programmes can be made through any of the following modes:**

**Admission through Regional Centres/ Head Quarters directly.**

- Candidates shall apply through KSOU website: [www.ksoumysuru.ac.in](http://www.ksoumysuru.ac.in). and click on admission portal or visit directly to nearest Regional Centres/ Head Quarters (Mysuru).
- Candidates shall upload required self-attested scanned documents.
- Candidate shall visit the nearest Regional Centres/ Head Quarters (Mysuru) along with necessary original document and one set of photo copy.
- Candidate shall pay the stipulated fee after verification of documents.
- Candidate shall pay admission fees online.
- Candidates can collect roll number, study material and ID card.

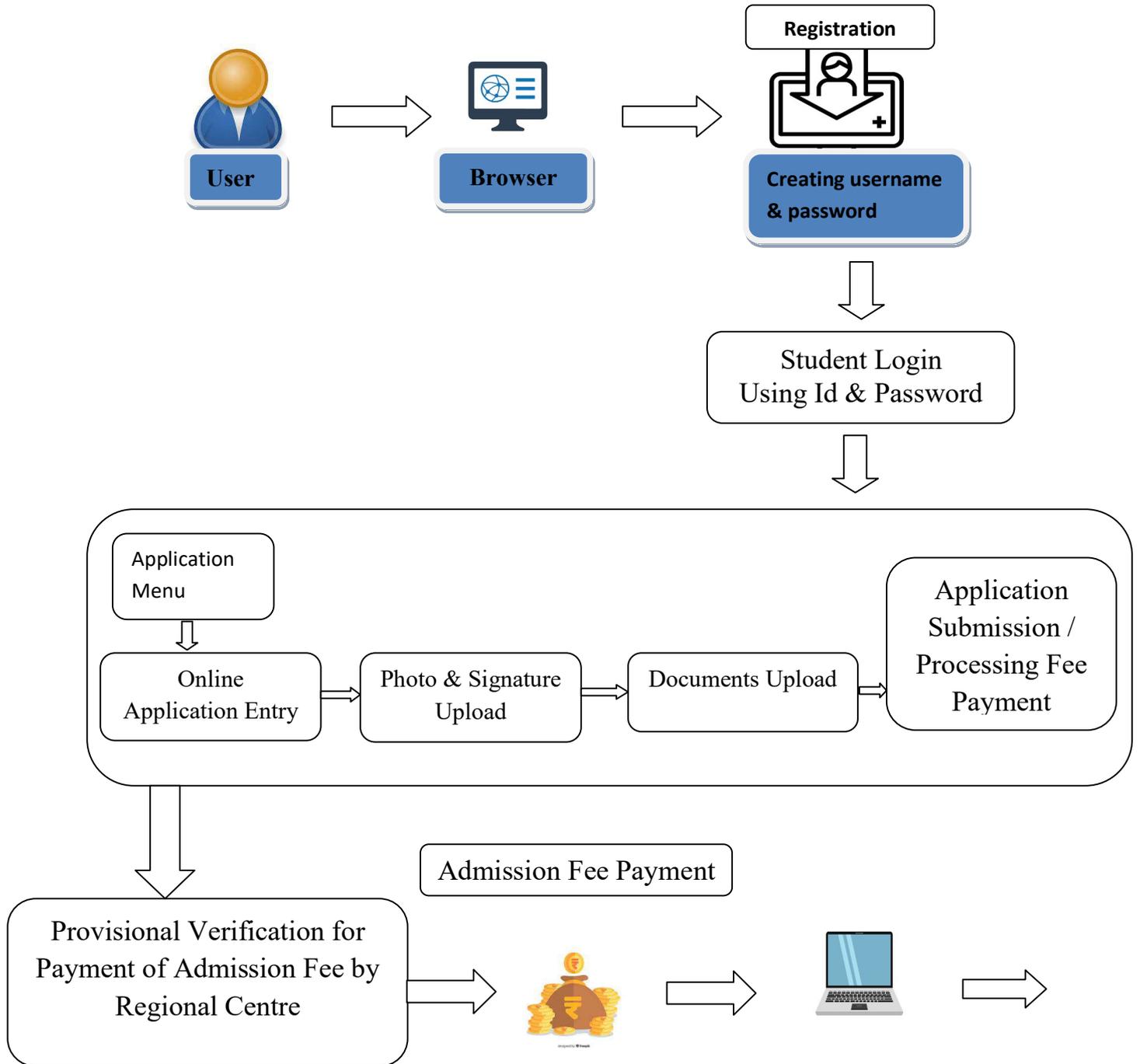
**Admission through Learner Support Centres.**

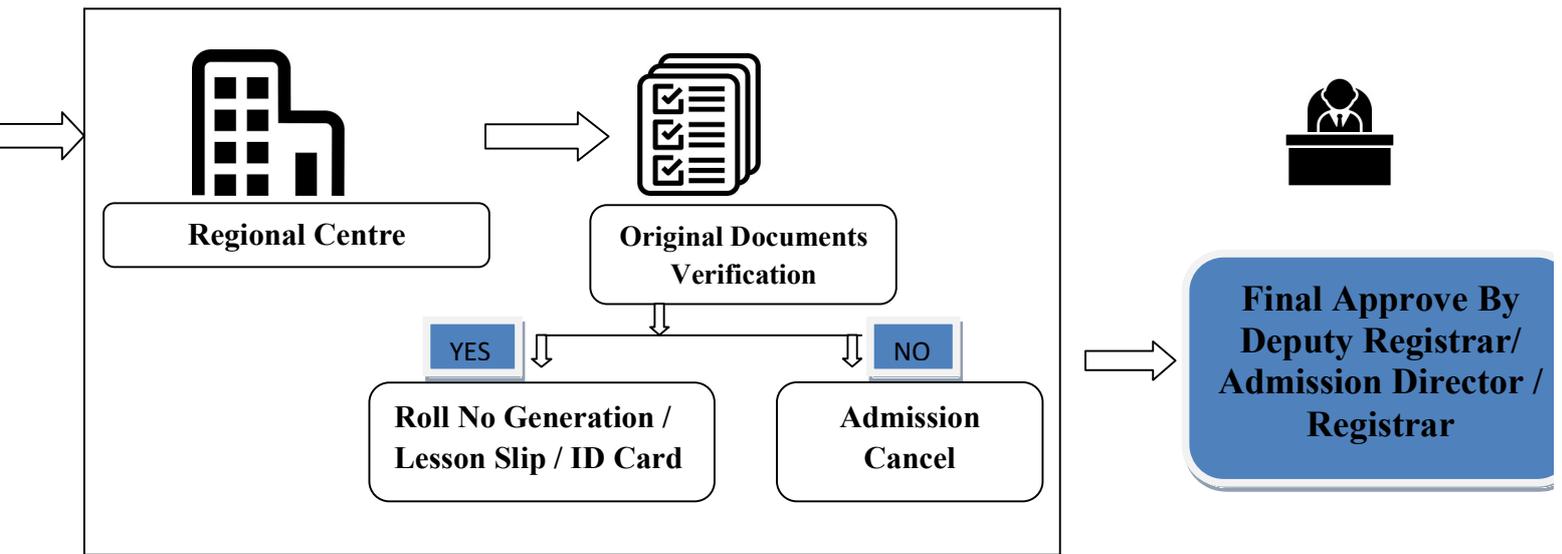
- Candidate shall visit the nearest Learner Support Centres along with necessary self-attested documents.
- Learner Support Centres shall counsel the student and verify the document for eligibility.
- Learner Support Centres shall upload the necessary documents through KSOU portal.
- Learner Support Centres shall take approval from the concerned Regional Centre/ Head Quarters (Mysuru) which verifies the documents.
- Candidate shall pay the stipulated fee after verification and approval of documents.
- Candidate shall pay admission fees online.
- Candidate shall visit the concerned Regional Centres/ Head Quarters (Mysuru) along with necessary original document, fee receipt and one set of photo copy of original documents for verification.
- Candidates can collect roll number, study material and ID card.

**Admission through Self Admission**

- Candidates shall apply through KSOU website: [www.ksoumysuru.ac.in](http://www.ksoumysuru.ac.in). and click on admission portal.
- Candidate shall fill the application and select nearest Learner Support Centre and Regional Centre.
- Candidates shall upload required self-attested scanned documents.
- Candidates shall pay stipulated processing fee online.
- Candidate shall visit selected Regional Centres/ Head Quarters along with necessary original document and one set of photo copy for verification.
- Candidate shall pay the stipulated fee after verification of documents.
- Candidate shall pay admission fees online except processing fee.
- Candidates can collect roll number, study material and ID card.

# Application Process Flow





## Student Registration and Login Process

KSOU PORTAL HOME PAGE



This Module 1 of the training material discusses about the How to Register and Login For KSOU Online Application Process?

To start with Ksou Application, user has to login by entering username as well as password in the login screen as shown below.

Student Registration Page



**2020-21 July Cycle Admission will start Soon.**

**2020-21ರ ಜುಲೈ ಆವೃತ್ತಿಯ ಪ್ರವೇಶಾತಿ / 2020-21 July Cycle Admission**

2020-21ರ ಜುಲೈ ಆವೃತ್ತಿಯ ಪ್ರವೇಶಾತಿಗಾಗಿ ಕ್ಲಿಕ್ ಮಾಡಿ **New**

Click here for 2020-21 July Cycle Admissions of all UG/PG/Diploma and Certificate Courses **New**

Click here for 2020-21 July Cycle Admission Notifications, Fee structure, Prospectus

**ದ್ವಿತೀಯ ಮತ್ತು ತೃತೀಯ ವರ್ಷದ ಬೋಧನಾ ಶುಲ್ಕ ಪಾವತಿಗಾಗಿ / II Year and III Year Tuition fee Payment**

Click here for Payment of Tuition fee for 2nd year MBA for the Academic year 2020-21 **Closed**

Click here for Payment of Tuition fee for 2nd year MBA for the Academic year 2020-21 **Closed**

**Miscellaneous fee Payment**

Click here for Miscellaneous Fee Payment (\*\* Live \*\*)

Download

When we click on admission option, it will be redirect to above page, in the above page click on first link.

**Online UG/PG/Diploma/Certificate Courses Admission**



Welcome to Online Admission Portal

[CLICK HERE FOR NEW REGISTRATION](#)

**Instruction to Fill Application Form Online**

- 1.If you are a first time applicant you are advised to click the available programme tab on the homepage of the KSDU website and select the desired programme and carefully read the details of programme including eligibility criteria,fee details, duration, etc.
- 2.You are also requested to download the Prospectus and read carefully the **Rules of the KSDU and UGC in KSDU MYSORE** Website.
- 3.For Online Admission click Online Admission 2019-20, it will reroute to Online Admission Portal.
  - (a).Click on the Menu student for **NEW REGISTRATION** that appears in the Online Admission Portal and fill the required registration details.
  - (b).Remember, while choosing your UserName it must be in between 8 to 16 characters.
  - (c).While choosing your password it must be alphanumeric and between 8 to 16 characters long.

Registered User Login

User Name   
Password

for Online Application Submission

[Login](#) [Clear](#)

[Click here for Forgot Password?](#)

By clicking on first link as shown in previous image, it will redirect to this page, Click on **CLICK HERE FOR NEW REGISTRATION** button.



Applicant Registration Form

User Name *	<input type="text" value="Enter User Name"/>
Password *	<input type="password" value="Enter Password"/>
Confirm Password *	<input type="password" value="Enter Confirm Password"/>
Date of Birth *	<input type="text" value="dd-mm-yyyy"/> <input type="button" value="📅"/>
Mobile No *	<input type="text" value="Enter Mobile No"/>
Email *	<input type="text"/>
Applying Course *	<input type="radio"/> MBA Entrance <input checked="" type="radio"/> UG/PG/Diploma/Certificate Courses(Other than MBA)

\* Required Fields

By Clicking on **CLICK HERE FOR NEW REGISTRATION** button, it will redirect us to the Registration page, enter all the details, give a valid Mobile number and Email-id and select the respective course and click on **REGISTER** Button. After the Clicking **REGISTER** button, it will show pop up message as “**You have Successfully Registered**” will be displayed. After Registered successfully, Click on **Login link**(Rightmost corner of the page)

Online UG/PG/Diploma/Certificate Courses Admission



Welcome to Online Admission Portal

Instruction to Fill Application Form Online

- 1.If you are a first time applicant you are advised to click the available programme tab on the homepage of the KSDU website and select the desired programme and carefully read the details of programme including eligibility criteria,fee details, duration, etc.
- 2.You are also requested to download the Prospectus and read carefully the **Rules of the KSDU and UGC in KSOU MYSORE** Website.
- 3.For Online Admission click Online Admission 2019-20, it will reroute to Online Admission Portal.  
(a).Click on the Menu student for **NEW REGISTRTRION** that appears in the Online Admission Portal and fill the required registration details.  
(b).Remember, while choosing your UserName it must be in between 8 to 16 characters.  
(c).While choosing your password it must be alphanumeric and between 8 to 16 characters long.

Registered User Login

User Name	<input type="text" value="Enter User Name"/>
Password	<input type="password" value="Enter Password"/>

for Online Application Submission

[Click here for Forgot Password?](#)

After Clicking on **Login link** Student will be redirected to the above page, Students should enter the correct user name and password, then click on the **LOGIN** button. In case if the user forgets the password. Students can click on **click here for Forget Password link**.



Forgot Password

User Name	<input type="text" value="Enter User Name"/>
Date of Birth	<input type="text" value="dd-mm-yyyy"/> <input type="calendar"/>
Mobile No	<input type="text" value="Enter Mobile No"/>
Enter New Password	<input type="text" value="Enter Password"/>
Confirm New Password	<input type="text" value="Enter Confirm Password"/>

[Reset Password](#) [Clear](#)

After Clicking on Forget password link, Students need to enter the User name, Date of birth, and Mobile number which was entered during the registration process, and entering the new password and re-entering the new password again and click on **RESET PASSWORD**. After Clicking on that button “**New Password Created Successfully**” Message will be displayed, click on the Login link, it will be directed to the login page.

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
Karnataka State Open university

Online Admission System >Welcome, chaitra

Home [Fill Application](#) [Upload Photo & Signature](#) [Documents Upload](#) [Make Payment](#) [Download Application](#) [Update Application](#) [Change Password](#)

You are Registered for Applying [UG/PG/Diploma/Certificate Courses\(Other than B.Ed and MBA\)](#).

- 1 Application Entry
- 2 Photo & Signature Upload
- 3 Documents Upload
- 4 Processing Fee Payment
- 5 Download

**Note!** If amount is debited from your account and you are unable to get Fee Receipt, Kindly contact Technical HelpLine with the Payment-Id/Name/Mobile No.

When students successfully login in, students will be redirected as above page, Click on **1(Application Entry)** link.

## Understanding the Application Module

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### About this Module

This Module 1.2 of the training material deals with the Application module of KSOU Application which is the main Online application Filling and Photo Uploading, Documents Uploading.

## Application Module

- Online Application Entry
- Photo Signature Upload
- Documents Upload
- Application Submission / Processing Fee Payment
- Application View Status
- Provisional Verification by Regional Centre for Admission Fee Payment
- Download Application

The main topics covered in this module are

- ❖ Online Application Entry
  - Personal Details
  - Education Qualifications
  - Course Details
  - Subject Details

- ❖ Photo Signature Upload
  - Photo Upload
  - Signature Upload
  
- ❖ Documents Upload
  - UG
    - SSLC Marks Card.
    - PUC Marks Card.
    - BPL Card.(For BPL Women's only).
  - PG
    - SSLC Marks Card.
    - PUC Marks Card.
    - Class Declaration or Final year marks card.
    - Degree Certificate / Provisional Degree Certificate (PDC).
    - BPL Card.(For BPL Women's only).
  
- ❖ Application Submission / Processing Fee Payment
  
- ❖ Application View Status
  
- ❖ Download Application.
  
  
- ❖ Verifying documents by Regional Centre and Giving Permission for Admission fee payment.

## Online Application Entry

When Student Clicks on **1(Application Entry)** Link, then fill all details as shown below,

Online Application For UG/PG/Diploma/Certificate Courses( * Required Fields)			
Personal Details			
Candidate Name(As Mentioned in SSLC Marks Card) *	CHAITRA R		
Date of Birth [DD-MM-YYYY] *	22-01-1994	Gender *	FEMALE
Mother Name *	disha	Father/Husband/Guardian Name *	Rahul
Address of the Student for Correspondance *	mysuru		
Nationality *	Indian		
Domicile(Last Studied) *	KARNATAKA	Aadhar No	123456789013
Category-Caste -Subcaste *	GM	gm	gm
Religion	hindu	BPL Card No	Enter BPL No
Whether Belongs	<input type="checkbox"/> Differently Abled <input checked="" type="checkbox"/> Defence <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> BPL(Womens Only) <input type="checkbox"/> Kalyana Karnataka(HK)		
Mobile No *	7760180675	Land Line No	Enter Land Line No
E-Mail *	spoorthi.jk@gmail.com	Annual Income	Enter Annual Income
Applicant's Profession *	STUDENT	Social Welfare Online No(SC/ST Only)	Fees Exempted SC/ST Students
Bank Account No *	1234567890	Account Holder Name *	123445667785
Bank Name & Branch *	vontikoppal	IFSC Code *	SBIN0003130

Course Details			
Admission Type *	DIRECT	Year *	I YEAR
Course *	M.A - Kannada	Medium *	KANNADA
<b>Note:</b> Level 1 means -Those who have passed three years Bachelor degree program without studying the Cognate subjects.			
Level 1/2(MA/MCOM Only) *	LEVEL-2		
Application Submitted in KSOU Head Office/Regional Centre *	MYSURU	Learner Support Centre(Study Centre) *	POOJABHAGAVAT MEMORIAL MAHAJANA P.G. CENTI
Study Center Address	K.R.S. Road, Metagalli, Mysore-570016		
Remarks	Any Remarks		

Education Qulifications(SSLC onwards)					
Sl	Examination Passed	Actual Passed	Board/University	Year of Passing	Register No
1	SSLC/EQUIVALENT	SSLC	kseeb	2011	1234567
2	PUC/EQUIVALENT	PUC	puc	2013	1234567
3	UG DEGREE/EQUIVALENT	BA	ksou	2017	1234567

Subject Selection	
<p>SELECT ANY 1 OPTIONAL/CORE SUBJECTS</p> <p><input type="checkbox"/> KANNADA</p>	<p>SELECT ANY 1 SKILL DEVELOPMENT TRAINING</p> <p><input checked="" type="checkbox"/> COMPUTER FUNDAMENTALS</p> <p><input type="checkbox"/> WEB DESIGNING</p> <p><input type="checkbox"/> COMPUTER HARDWARE TECHNOLOGY</p> <p><input type="checkbox"/> DESKTOP PUBLISHING</p> <p><input type="checkbox"/> BASICS OF NETWORKING</p> <p><input type="checkbox"/> COMMUNICATION SKILLS</p> <p><input type="checkbox"/> ADALITHA KANNADA BHASHE</p>

After filling all details, check all the details once and then click the **SAVE** button, the student will get the pop message as **“Application Saved Successfully!!! Your Application No is: 20100020 Next Step Photo / Signature Upload”**. Then Note your **Application number**.

## ❖ Photo Signature Upload

After noting down the **Application number** then click on the **NEXT** button, the page will redirect to the photo signature upload page. Please note **both image file size should be within 10 KB to 150 KB**, click on **Choose File** button, then select the document (.PNG/.jpeg) format and click on the **UPLOAD** button.

Before Uploading Photo and Signature.

The screenshot shows the 'Upload Photo and Signature' page. At the top, there is a header with the university logo and name in Kannada and English, 'Online Admission System', and a user greeting 'Welcome, chaitra'. Below the header is a navigation bar with links: Home, Fill Application, Upload Photo & Signature, Documents Upload, Make Payment, Download Application, Update Application, and Change Password. The main content area is titled 'Upload Photo and Signature'. It features two sections: 'UPLOAD PHOTO' and 'UPLOAD SIGNATURE'. Each section has a 'Choose File' button and a 'No file chosen' message. Below these sections is a blue bar with the text '\* Upload 10KB to 150KB Photo and Signature'. At the bottom, there are three buttons: 'Previous', 'Upload', and 'Next'.

After uploading Photo and Signature, then click on **NEXT** button.

The screenshot shows the 'Upload Photo and Signature' page after the photo and signature have been uploaded. The 'PHOTO NOT AVAILABLE' placeholder now shows a photo of a man with a beard. The 'SIGNATURE NOT AVAILABLE' placeholder now shows a handwritten signature. The 'Choose File' buttons and 'No file chosen' messages are still present. Below these sections is a blue bar with the text '\* Upload 10KB to 150KB Photo and Signature'. At the bottom, there are three buttons: 'Previous', 'Upload', and 'Next'.

## ❖ Documents Upload

After clicking on **NEXT** button, it will redirect to below page,

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
Karnataka State Open university

Online Admission System Welcome, chaitra

Home Fill Application Upload Photo & Signature Documents Upload Make Payment Download Application Update Application Change Password

Documents Upload

Application No: 20100021  
Candidate Name: CHAITRA R  
Course: M.A - Kannada

Kindly upload Self attested photo Copies of all Required documents(image Should be Clear), otherwise the application will be cancelled automatically.

Select Document Name \*  
-- SELECT DOCUMENT NAME--

Upload Document \*  
Choose File No file chosen  
Upload

\*\*\* Upload 10 KB to 300 KB .pdf, .jpg, .jpeg Files

Uploaded Documents

SI No	Document Name	View Document	Delete
No Records found.			

Previous Submit Next

Select the document name and click on the **Choose File** button, then select the document (.Pdf) format and click on the **UPLOAD** button. Please note **all documents must be "SELF ATTESTED"** and then files should be uploaded.

Application No: 20100021  
Candidate Name: CHAITRA R  
Course: M.A - Kannada

Kindly upload Self attested photo Copies of all Required documents(image Should be Clear), otherwise the application will be cancelled automatically.

Select Document Name \*  
-- SELECT DOCUMENT NAME--

Upload Document \*  
Choose File No file chosen  
Upload

\*\*\* Upload 10 KB to 300 KB .pdf, .jpg, .jpeg Files

Uploaded Documents

SI No	Document Name	View Document	Delete
1	SSLC OR EQUIVALENT MARKS CARD	View	Delete
2	PUC OR EQUIVALENT MARKS CARD	View	Delete
3	CLASS DECLARATION/FINAL YEAR MARKS CARD	View	Delete
4	DEGREE CERTIFICATE/PDC	View	Delete

Previous Submit Next

Once all files are uploaded then, the student can view the document, in case if the student wants to delete the uploaded document then he can delete and re-upload it. After uploading all the documents then click on the **NEXT** button.

## ❖ Application View Status

In the below the image, students can view the filled details and can make necessary changes in case needed any, and then proceed for payment then click on **PROCEED FOR PAYMENT**.

Application Details				
Personal Details				
Application Number	20100021	Candidate Name	CHAITRA R	
Date of Birth	22-01-1994	Gender	FEMALE	
Mother Name	disha	Father/Husband/ Guardian Name	rahul	
Address	mysuru			
Nationality	Indian			
Domicile	KARNATAKA	Aadhar No	123456789012	
Category-Caste -Subcaste	GM	gm	gm	
Religion	hindu	BPL Card No		
Whether Belongs	<input type="checkbox"/> Differently Abled <input type="checkbox"/> Defence <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> BPL(Womens Only) <input type="checkbox"/> Kalyana Karnataka(HK)			
Mobile No	7760180675	Land Line No		
E-Mail	spoorthi.jk@gmail.com	Annual Income		
Applicant's Profession	STUDENT	Social Welfare Online No(SC/ST Only)		
Bank Account No	123456788	Account Holder Name	chaitra	
Bank Name & Branch	vontikoppal	IFSC Code	SBIN0003130	
Education Qulifications(SSLC onwards)				
Sl	Actual Passed	Board/University	Year of Passing	Register No
1	SSLC	kseeb	2011	12345678
2	PUC	puc	2013	1234567812345678
3	BA	ksou	2017	12345678

Course Details			
Admission Type	DIRECT	Year	I YEAR
Course	M.A - Kannada	Medium	KANNADA
Level 1/2(MA/MCOM Only)	LEVEL-2		
Regional Center	MYSURU	Study Center	POOJABHAGAVAT MEMORIAL MAHAJANA P.G. CENTRE
Remarks			

Uploaded Documents		
Sl No	Document Name	View Document
1	SSLC OR EQUIVALENT MARKS CARD	<a href="#">View</a>
2	PUC OR EQUIVALENT MARKS CARD	<a href="#">View</a>
3	CLASS DECLARATION/FINAL YEAR MARKS CARD	<a href="#">View</a>
4	DEGREE CERTIFICATE/PDC	<a href="#">View</a>

Subject Selection	
SELECT ANY 1 OPTIONAL/CORE SUBJECTS	SELECT ANY 1 SKILL DEVELOPMENT TRAINING
<input checked="" type="checkbox"/> KANNADA	<input checked="" type="checkbox"/> COMPUTER FUNDAMENTALS <input type="checkbox"/> WEB DESIGNING <input type="checkbox"/> COMPUTER HARDWARE TECHNOLOGY <input type="checkbox"/> DESKTOP PUBLISHING <input type="checkbox"/> BASICS OF NETWORKING <input type="checkbox"/> COMMUNICATION SKILLS <input type="checkbox"/> ADALITHA KANNADA BHASHE

Fee Details	
Processing Fee	400.00
Fine Amount	0.00
Platform charges	30.00
Total Fee	430.00

Note: Before Making Payment kindly check date of birth(DOB) and other Details.

[Previous](#) [Proceed For Payment](#)

## ❖ Payment Process and Download Application



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
Karnataka State Open University

Back

Processing Fee Payment	
Candidate Name	CHAITRA R
Application No	20100021
Course & Year	M.A - Kannada   YEAR
Mobile No	7760180675
Email	spoorthi.jk@gmail.com
Processing/Cet Fee	400.00
Fine Amount	0.00
Platform Charges	30.00
Total Fee	430.00

I hereby declare that I have read and understood the terms and conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I also agree that once fee is paid, it will not be refunded or adjusted for other purpose.

Agree that the above information is correct

Note: If amount is debited from your account and you are unable to get fee receipt, kindly try after 30 mins.

[Make Payment](#) [Cancel](#)

Tick on Check box and click on **MAKE PAYMENT**.

CHAITRA R  
Email: spoorthi.jk@gmail.com  
Contact: 7760180675

Pay through **EASYEMI** with HDFC Bank Credit Cards

Select a payment method

- HDFC Debit Card**  
All debit cards by HDFC Bank.
- HDFC Credit Card**  
All credit cards by HDFC Bank.
- Other Bank Debit Card**  
Visa, Mastercard, Maestro, Rupay
- Other Bank Credit Card**  
Visa, Mastercard, Amex
- HDFC Netbanking**  
Pay with HDFC Netbanking Account.
- Other Bank Netbanking**  
Pay with Internet Banking Account.

Amount payable is:  
**₹430**

Pay with HDFC Debit Card

Card Number  
121232323332

Expiry Date  
09 / 23

CVV  
...

Cardholder's Name  
Chaitra R

**PAY NOW**

Powered by **Razorpay**

Select Payment option and fill all necessary details then click on **PAY NOW**. Then page will be redirected to OTP page, enter OTP then make payment. Then download application and receipt, for further Admission process visit Regional Centre.

Thank You