

8. Registration

- 8.1 All students are required to register before starting their Programme of Studies. The days on which students have to register shall be communicated to them by the University through mail, and only with the special permission of the Registrar, may a student be permitted to register other than on the appointed days.
- 8.2 The successful applicant shall call at the ASRO with his/her letter of offer. S/he should produce originals and copies of his/her educational & birth certificates together with three passport size photographs. These should be accompanied by a payment voucher as requested for in the letter of offer. Since 2013, candidates on full-time programmes have to pay fees through their banks prior to finalizing registration procedures.
- 8.3 The officer in attendance will print the registration form and login/password sheet for access to e-mail & MIS with details of the student (name, address, Programme of Studies) from the database. The student needs to confirm that all information is correct, and sign the registration form.
- 8.4 The officer at the verification counter checks the on-line application forms for undergraduate and postgraduate application form against the original birth and educational certificates. Any discrepancy noticed in the educational certificates are immediately reported and if the applicant has wrongly input grades and is in reality not qualified for the programme, arrangements are made by ASRO to withdraw the offer. If with the revised grades, the ranking of the candidate is affected ASRO withdraw the offer in the first instance, and if and when the new ranks is reached, then ASRO sends an offer again.
- 8.5 The student is required to pay all the fees through the banks prior to calling for registration. All registration fees are recorded on the Cash Collection System. For those paying at the University Finance Section. The cashier prints the receipt, records the receipt number and amount of fees paid on the registration form and puts his/her initials on the latter. The registration form and the receipt are then handed over to the student. The student signs the standing order form for those availing the payment facilities.
- 8.6 After having paid at the finance section the student calls at the Admission's desk and hands over the registration form without two receipts, one is kept with the Application form and the other is handed to the student. A library card is given to the student.
- 8.7 If a student has already registered for a Programme of Studies and later is offered a seat on another Programme and if s/he opts to register for the new Programme on the prescribed date of registration of the new Programme, s/he has to fill in a transfer form and pay or is reimbursed additional fees if any. The transfer form is printed on Admission AS selection system. The student has to sign the transfer form together with registration form of the new programme.

- 8.8 The deadline for application for change in Programme of Studies is two weeks after the beginning of the academic year subject to the following:
- (i) The student must already be registered on a Programme of Studies at the University.
 - (ii) The student must have been offered a seat on the Programme of Studies.
 - (iii) The transfer must be approved by the Dean of Faculty/ Director.
- 8.9 The lists of registered students in each Programme of Studies are finalised two/three weeks after beginning of courses and sent to respective Faculties/ Centres.
- 8.10 University Student ID cards are issued 2-4 weeks after beginning of courses. The printing of SIC cards is outsourced.
- 8.11 The ID cards contain the student ID number name and programme detail generated at the time of application. It comprises seven digits. The first two digits represent the year of entry at the University and the last five digits are unique to the student.
- 8.12 The procedure for the registration of selected applicants for Undergraduate and taught Postgraduate Programmes is also outlined in the flowchart (code: UoMQA8) given in [Annex 9](#).