

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

User Manual to fill online Application form.

Instructions:

Note:

Kindly use Edge Chromium (version 82 to 105) or Mozilla Firefox (version 87 to 104) or Google Chrome (version 82 to 105) browser to fill in the Application Form.

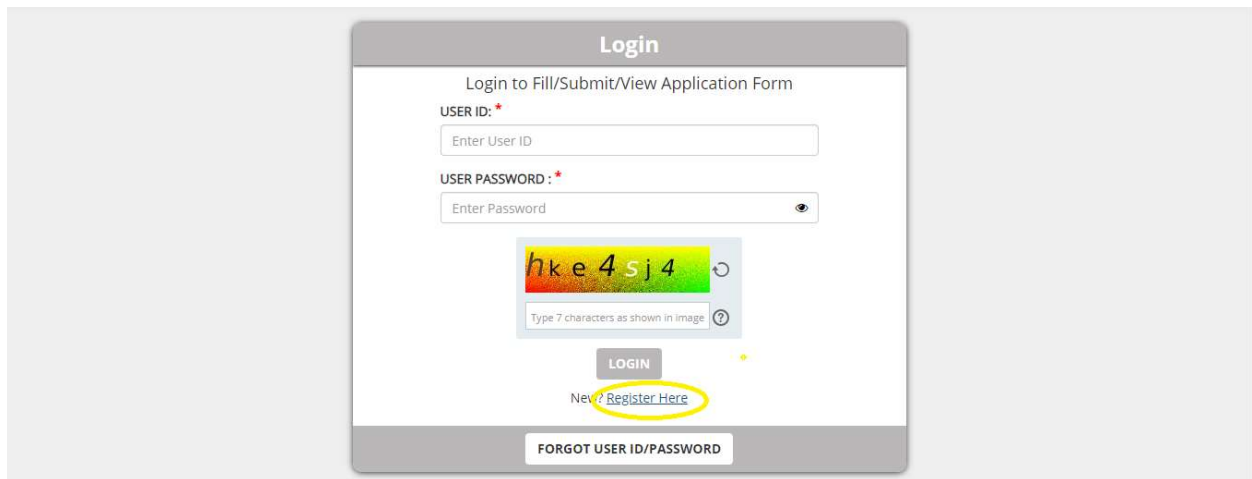
The Application Form is compatible with Android (version 4.0 and above) and iOS (version 11 and above)

Fields marked with * are mandatory.

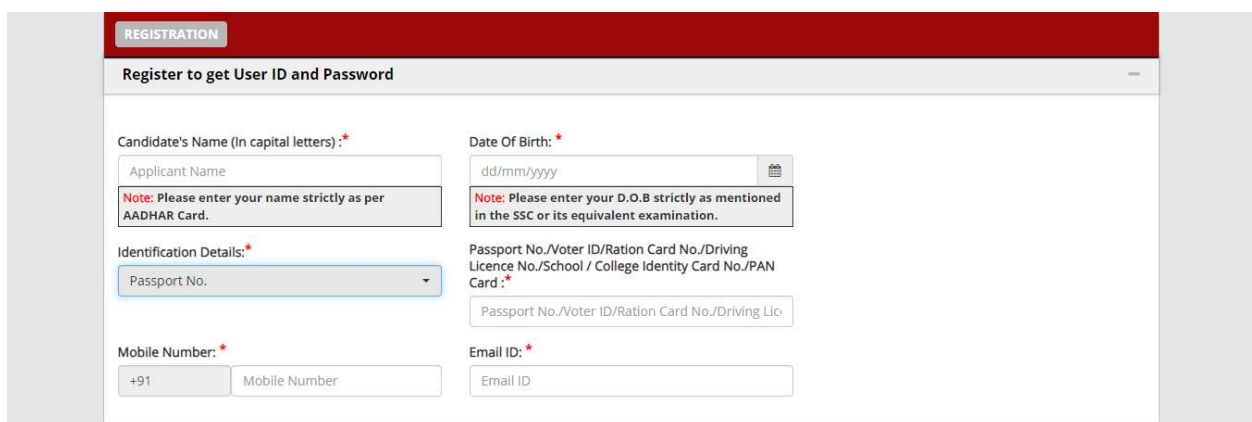
We respect your privacy and shall only collect and use as much personal information from you as is required to administer your account and provide the products and services you have requested from us. If we should require additional information from you, we shall collect and use the same only after getting your explicit consent. Please find the list of personal data we collect and the purposes thereof.

Personal Data	Purpose
Candidate's Name	This data will be used for official communication
Mobile Number	This data will be used to share official communication through call or SMS
Email ID	This data will be used to share official communication through email

REGISTRATION PROCESS



1. Click on Register here.




2. Fill in the registration form.
3. **Note:** Fill the registration fields as fields.
4. **Identification details:** Select the identification details from the drop down which consist of Passport no, Voter id, Ration card no, driving license, PAN Card, School / College id card and update the respective number in the next column.
5. Email id and Mobile number will be used for official communication, updated details cannot be changed.

Declaration

I understand that on completion of registration process, I will receive an application link, valid User ID and Password to my registered Email ID for completing my application process.

I Agree



Type 7 characters as shown in image

Note: Captcha is case insensitive.

REVERIFY

- Agree the declaration by clicking on the select button, fill the captcha and click on REVERIFY button.

Verification For	Entered/Selected Value	Select the check box if the entered value is displayed correctly.
Identification Details:*	PAN Card	<input checked="" type="checkbox"/>
Candidate's Name (In capital letters):*	JOHN	<input checked="" type="checkbox"/>
Date Of Birth: *	01/01/2001	<input checked="" type="checkbox"/>
Passport No./Voter ID/Ration Card No./Driving Licence No./School / College Identity Card No./PAN Card :*	BBXXPO6789J	<input checked="" type="checkbox"/>
Mobile Number: *	9999999999	<input checked="" type="checkbox"/>
Email ID: *	xyz@gmail.com	<input checked="" type="checkbox"/>

SUBMIT

- Select the check box if the entered value is displayed correctly and click on SUBMIT button.
- Note:** The information once submitted cannot be modified.
- Once the form is submitted you will get a success message and parallelly a **mail will be triggered with user id and password to the registered mail id.**

EFLU Entrance Test 2024-25 GO TO APPLICATION LOGOUT

APPLICANT DETAILS

Candidate Personal Details

Application Status Registration	Application Number 24000003	Candidate's Name IMRAN
Date of Birth 10/May/1991	Mobile Number 9611239550	Gender Male
Nationality Indian	State of Domicile TELANGANA	
Email ID imranmay8@gmail.com	Parent's/Guardian's Email ID a@gmail.com	Identification Details PAN Card

- Click on 'GO TO APPLICATION' button.

11. GO TO Application will have 5 tabs:
1. PERSONAL DETAILS
 2. COMMUNICATION DETAILS
 3. QUALIFICATION DETAILS
 4. PREFERENCE AND OTHER DETAILS
 5. DOCUMENT UPLOAD AND PAYMENT

PERSONAL DETAILS:

The screenshot shows a form titled "Personal Details" with the following fields and values:

- Application Seq No.: 23000038
- Candidate's Name (In capital letters): JOHN
- Date of Birth: 01/01/2001
- Gender: Male Female Transgender
- Nationality: Indian Others NRI PIO
- State of Domicile: Select state of domicile (dropdown menu)
- Mobile Number: 9999999999
- Email ID: xyz@gmail.com
- Parent's/Guardian's Email ID: xxx@gmail.com
- Identification Details: PAN Card
- Passport No./Voter ID/Ration Card No.: BBXXPO6789J

12. Application seq no will be auto generated, registration data will be auto populated.
13. If you select the nationality as Indian, then select the respective Domicile from the drop down. Fill the other respective fields.

The screenshot shows a form with the following fields and values:

- Category (General/OBC/SC/ST): General
- Do you belong to Economically Weaker Section (EWS)? Yes No
- Blood Group: B + (B Positive)
- NAD (National Academic Depository) ID: NAD ID
- ABC (Academic Bank of Credits) ID: Academic Bank of Credits ID

14. If you select the Category as **General** then the subsequent question will be populated 'Do you belong to **EWS**, if Yes, you must upload the EWS document in 'DOCUMENT UPLOAD AND PAYMENT' section.

The screenshot shows a form with the following fields and values:

- Category (General/OBC/SC/ST): OBC
- Select Creamy layer / Non-creamy layer: Creamy layer Non-creamy layer

15. If you select the Category as **OBC** then the subsequent question will be populated '**Select Creamy layer/ non creamy layer**', if yes, you must upload the creamy layer document in 'DOCUMENT UPLOAD AND PAYMENT' section.

Other Personal Details

Please tick the relevant box:

Person with Disability WDP (Wards/Dependants of Defence Personnel) KM (Kashmiri Migrant)

In case of Person with Disability, specify the category *

VI (Visually Impaired) HI (Hearing Impaired) OC (Orthopadically Challenged)

In case of WDP, specify the category *

Army Air Force Navy

Position regarding the results of the qualifying examination *

Passed the examination Appeared for the Final Year/Semester examination and awaiting the results Not yet appeared for the examination

If the result of the qualifying degree is already declared, indicate the percentage of marks or CGPA *

SAVE & NEXT

16. If you select the **Person with disability** check box, then the subsequent question are:
 - a. VI b. HI c. CO
17. If you select the **WDP** check box, then the subsequent question is:
 - a. Army b. Airforce c. Navy
18. Select the respective check box, fill in the details and click on **SAVE & NEXT** button. You will get a popup stating, 'Data successfully saved'.

COMMUNICATION DETAILS:

Address for Correspondence

Address Line 1 * Address Line 2 Country *

State * City/District * Pincode/Postal Code *

Is Permanent Address same as Address for Correspondence ? *

Yes No

Permanent Address

Address Line 1 * Address Line 2 Country *

State * District * Pincode/Postal Code *

BACK SAVE & NEXT

19. Fill in the correspondence and permanent address.

QUALIFICATION DETAILS:

The screenshot shows a web form titled "Details". At the top, there is a checkbox with the text: "Please ensure that you meet the eligibility criteria as mentioned in the Prospectus before you choose a programme. You are allowed to write the entrance test even if you are appearing for an examination or awaiting the results. In case you are short-listed, admission to the programme is subject to your meeting the eligibility criteria." Below this, there is a question: "Have you ever been a student of the EFL University?" with radio buttons for "Yes" (selected) and "No". A dropdown menu is open, showing options: "--Select...", "Passed", "Failed", "Discontinued", "Yet to complete", and "Status". Below the dropdown, there is a table with one row labeled "Sr No. 1". The table has two columns: "Programme" (with a text input field containing "Course/Programme") and "Status" (with a dropdown menu). At the bottom of the table, there are two buttons: "Add New Row" (with a plus icon) and "Delete last Row" (with a minus icon).

20. If you are a student of EFL university then click on plus button which is available to the right corner of Sr No1 section.

21. Enter the Course and select the status of the Course from the dropdown. If there are more than one course, then click on Add new Row.

The screenshot shows a web form titled "Select choice of Program 1". It contains several dropdown menus and a radio button. The first row has three dropdowns: "Select the Exam Session*" (with "Morning" selected), "Choice of Programme*" (with "Ph.D." selected), and "Choice of Subject*" (with "Ph.D. Education" selected). The second row has one dropdown: "Choice of Campus*" (with "Hyderabad" selected). Below the dropdowns, there is a question: "Do you want to apply for the second programme?" with radio buttons for "Yes" and "No".

22. Select the Exam session (Morning/Afternoon), choice of the Programme, Choice of Subject and Choice of Campus and If you want to apply for the second program if there is a feasibility then, select Yes for the second program and Select the Exam session(Morning/Afternoon), choice of the Programme, Choice of Subject and Choice of Campus.

Select choice of Programme 2

Session*
Choice of Programme*
Choice of Subject*

Choice of Campus*

Class X

Subject(s)*
Board/University*
Year of Passing*

Class/Division/Grade*
Percentage of Marks/CGPA*

Class XII

Subject(s)*
Board/University*
Year of Passing*

Class/Division/Grade*
Percentage of Marks/CGPA*

Undergraduate

Name of the Degree*
Subject(s)*
Board/University*

Year of Passing*
Class/Division/Grade*
Percentage of Marks/CGPA

Mode of Study*
 Regular Distance Education

Postgraduate

Name of the Degree*
Subject(s)*
Board/University*

Year of Passing
Class/Division/Grade
Percentage of Marks/CGPA

Mode of Study
 Regular Distance Education

23. Fill the academics details Class X, XII, Graduate and Postgraduate.

Any other Educational Qualifications

Name of the Degree <input type="text" value="Name of the Degree"/>	Subject(s) <input type="text" value="Subject(s)"/>	Board/University <input type="text" value="Board/University"/>
Year of Passing <input type="text" value="Year of Passing"/>	Class/Division/Grade <input type="text" value="Class/Division/Grade"/>	Percentage of Marks <input type="text" value="nn.nn/nnn"/>

Mode of Study
 Regular Distance Education

OTHER DETAILS:

Medium of the qualifying examination *
 English Others

Have you qualified in the UGC NET/JRF? *
 Yes No

Note:
UGC NET/ JRF 2024 - Date of award should be on or before the EFLU Ph.D. 2024-25 notification end date. i.e., 08th May 2024

Select UGC NET / UGC JRF * <input type="text" value="Select UGC NET / UGC JRF"/>	Subject(s) * <input type="text" value="Subject(s)"/>	Year of Passing * <input type="text" value="Year of Passing"/>
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Date of Award *

24. Fill in any other education qualifications, select the medium of qualifying examination.
25. If you have qualified UGC NET/JRF then click on Yes and fill in the respective details and the relevant document must be uploaded in the 'DOCUMENT UPLOAD AND PAYMENT' section.
26. Click on the SAVE & NEXT button.

PREFERENCE AND OTHER DETAILS

For Statistical Purposes Only

Are you interested in enrolling in the NSS?
 Yes No

Do you belong to urban/rural area?
 Rural Urban

Do you belong to any minority community?
 Yes No

Religion <input type="text" value="Others"/>	Other Religion <input type="text" value="Other Religion"/>	How did you learn about this notification? <input type="text" value="notification"/>
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Family Details:

Father's/Guardian's Name*

Father's/Guardian's Mobile Number*

Father's/Guardian's Occupation*

Father's/Guardian's Annual Income (in Indian rupees)*
Income

Mother's Name*

Mother's Mobile Number

Mother's Occupation

Mother's Annual Income (in Indian rupees)
Income

Emergency Contact name*

Emergency Mobile Number*

Was there a gap in your studies? *
 Yes No

Was there a gap in your studies? If so, mention the reason(s). *

26.Fill the above details, if there is gap in your studies, mention the reason for the same.

Exam City Preference Details

Note:
The EFL University reserves the right to allot candidates to any examination centre other than the preferred centres selected by the applicant. Further, the University has the right to add a new center or remove an existing centre for administrative reasons. Any request for change of the centre will not be entertained.

Preference State 1 *

Preference City 1 *

Preference State 2 *

Preference City 2 *

Preference State 3 *

Preference City 3 *

Preference State 4 *

Preference City 4 *

Preference State 5 *

Preference City 5 *

27. Select the exam city as per the preference and click on SAVE & NEXT button.

DOCUMENT UPLOAD AND PAYMENT

Documents to be uploaded

Note:

1. Please upload your recent passport size photograph and signature: Max 80KB (Only JPEG and JPG formats).
2. Check the correctness of the Photo and Signature that are uploaded. If you are not satisfied, you may upload them again before proceeding to Payment.
3. In the photograph (coloured and taken in light background), the face should occupy about 50% of full face view looking into the camera directly. The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, eyes, nose, and chin should be clearly visible.

Upload a scanned copy of your recent Photograph: *

[CLICK HERE TO UPLOAD](#)

Upload a scanned copy of your Signature: *

[CLICK HERE TO UPLOAD](#)

Upload a scanned copy of UGC NET Award Letter/Certificate /JRF certificate: *

[CLICK HERE TO UPLOAD](#)

Upload a scanned copy of your Permanent Address (Passport/Voter ID / Driving licence of parent/ Ration Card) Proof: *

[CLICK HERE TO UPLOAD](#)

Upload a scanned copy of the consolidated mark sheet/s a. Class X / SSC / or equivalent examination b. Class XII c. Undergraduate d. Postgraduate (if you have passed the examination before 2022) *

[CLICK HERE TO UPLOAD](#)

28. Upload the documents as per the format.

29. Note:

1. Scanned copy of photograph: Recent photograph, max 80kb and only JPEG, JPG formats.
2. Scanned copy of Signature: Recent Signature, max 80kb and only JPEG, JPG formats.
3. Scanned copy of UGC NET AWARD: max 1 MB (Only PDF)
4. Scanned copy of permanent address: max 1 MB (Only PDF)
5. Scanned copy of consolidated mark sheet: max 4 MB (Only PDF)

Payment Details

Candidate's Name : JOE

Applicable Fee (Rs) (Exclusive of Taxes) : 500

Note:

1. Candidates applying from anywhere in India can make the Online payment.
2. Candidates can use Credit Card / Debit Card / NetBanking and Paytm for making the Online Payment.

Declaration





I hereby declare that all the information furnished by me in this application and in the documents I have submitted in support of my application is true, complete, and correct. In case any information in this application/documents uploaded is found to be false or incorrect at any time (before or after the admission, during or after the completion of the programme), it shall entail automatic cancellation of my admission if granted, cancellation of the degree if awarded, besides rendering me liable to such action as the University may deem fit. I shall produce all the certificates in original for verification at the time of admission.



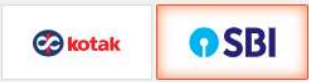

Type 7 characters as shown in image

[BACK](#) [PREVIEW](#) [SUBMIT](#)

30. Accept the declaration by selecting the check box, enter the captcha and click on submit button

Payment Methods

Payment Methods	Cards	Merchant name The English and Foreign Languages University
 Net Banking >		Order Id 2300004420231109142132950
 Credit / Debit Cards >	Card Number <input type="text"/>	Payment Amount ₹500
	Expiration Date MM/YY <input type="text"/> CVV/CVC <input type="text"/>	
	Card Holder Name <input type="text"/>	
	Make Payment for ₹500	
		 Privacy policy Terms & conditions

Payment Methods	Internet Banking	Merchant name The English and Foreign Languages University
 Net Banking >	Popular Banks	Order Id 2300004420231109142132950
 Credit / Debit Cards >		Payment Amount ₹500
	Select Bank	Convenience Fee ₹11.80
	<input type="text" value="State Bank of India"/>	Total ₹511.80
	Make Payment for ₹500	
		 Privacy policy Terms & conditions

31. There is option to select Net banking / Credit/Debit Card, please select the respective payment method and make the payment.