



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

HYDERABAD 500 007

TELANGANA

www.efluniversity.ac.in

(040-27689447/27689647)

IMPORTANT INSTRUCTIONS

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I. General Instructions

1. The University is open to persons of either sex and of any caste, creed, race, or class. It shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as an applicant to the University or to graduate there at or to enjoy or exercise any privilege thereof.
2. Notwithstanding anything above, the University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming, and that harms the interest, name, and reputation of a member of the University or of the University as an academic body.

3. The University reserves the right (after it has been initially offered) to withdraw, defer, or cancel a programme of study, based on valid and cogent reasons which shall be recorded in writing.
4. If at any time it is discovered that an applicant has made false or incorrect statements, concealed any information of a culpable nature, and has used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.
5. The University reserves the right to not admit or to cancel any admission.
6. Mere appearance or qualifying in the entrance examination does not guarantee a seat. Admission will be decided on merit in the entrance examination, fulfillment of eligibility criteria, and the production of the proof of eligibility at the time of admission. The University is not liable in any way if admission is denied on these grounds. It is the responsibility of the candidate to fully satisfy herself/himself of eligibility criteria before applying for a programme.
7. Note that for application to any programme, Aadhar Number is mandatory. Without the Aadhar Number, application submission will not be successful.
8. For admission to a programme, it is mandatory to upload the following documents, failing which admission will not be granted:
 - (a) Relevant qualifying Degree and Board certificates
 - (b) Transfer/Migration and character certificates from the Institution last studied at
 - (c) Grade cards or Marks sheets
 - (d) Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI rule
9. Submit scanned copies of Aadhaar/Voter Id/ Ration Card of the parent/guardian as a proof of address.
10. All those who submit the online application form along with payment of fee, will be issued admit passes without verifying whether or not they satisfy the eligibility criteria for admission to a programme. Eligibility will be verified by the University only at the time of admission, if granted. The candidates are therefore advised to go through the Online Prospectus 2018-2019 carefully and satisfy themselves of their eligibility before submitting their application forms

II. Application-related instructions

1. You must apply online through the University's website - <http://www.efluniversity.ac.in>. No other means/ mode of application will be valid.

2. You must have a valid personal e-mail id. It should be kept active until the completion of the admission process. In case you do not have a valid personal email id, you should create one before applying online.
3. Applications for admission to various academic programmes should be submitted online in the prescribed form. Read the instructions carefully before filling up the application form.
4. The Online Prospectus contains details of the programmes offered, duration of programmes, eligibility criteria, fee, deposits, availability of seats, etc. Read the Prospectus before you apply for a programme.
5. You can apply for admission for a maximum of two full time programmes in an academic year. (For example, you can apply for M.A. English in Hyderabad as well as M.A. Linguistics.)
6. If you wish to apply for more than one programme, you need to select the second programme in the same application form. You will have to pay the entrance fee for two different programmes.
7. You are not allowed to apply for the same programme in two campuses (for instance, MA English in Hyderabad, and MA English in Shillong).
8. The drop-down menu in the application form allows you to select the campus (Hyderabad, Lucknow, Shillong) for a programme. Once you select a campus, **no requests for change of the campus or transfer to another campus will be entertained before or after the admission, for any reasons whatsoever.**
9. The prescribed entrance test fee should only be paid online (by a credit card/debit card/netbanking). The fee is Rs. 500/- in the case of General/OBC/WDP candidates and Rs.250/- in the case of SC/ST/PWD candidates.
10. Note: Payment gateway charges are applicable and are to be borne by the candidate. These charges will be added to the final fee payment. Payment gateway charges may vary from bank to bank.
11. The entrance test fee, once paid, is non-refundable.
12. You have to attach a scanned copy of the following:
 - a. your photograph
 - b. your signature
 - c. Aadhar Card
 - d. Voter card/Ration card/Passport
 - e. Caste certificate (in case of applications under the OBC/ SC/ST quota)
 - f. PWD certificate (in case of Persons with Disability)
 - g. WDP certificate (in case of Wards of Defence Personnel)
13. Refer to the section 'HOW TO APPLY' in the Prospectus to know the steps of scanning and uploading your photograph, signature and copies of certificates.
14. The caste certificates should be provided only in the prescribed GOI format.

15. You should upload the scanned copy of the WDP/PWD certificate issued by a competent authority, if you are seeking an admission against the WDP/PWD quota.

III. Entrance examination cities

Ahmedabad	Bhopal	Delhi	Kolkata	Nagpur	Shillong
Allahabad	Bhubaneshwar	Hyderabad	Lucknow	Patna	Thiruvanthapuram
Anand	Chandigarh	Jaipur	Mangalore	Pune	Vijayawada
Bangalore	Chennai	Jammu	Mumbai	Ranchi	

1. The entrance examinations for all undergraduate programmes, postgraduate programmes, teacher training programmes and Ph.D. will be held in the above cities. You have to select a city.
2. Once a choice of city has been exercised, no request for any change in the city will be entertained. You will be assigned a test centre in the city selected and it will be mentioned in your admit pass.
3. The University reserves the right to cancel any of the above test cities/centres and allot the candidate another city/centre closest to the one cancelled.

IV. Issue of admit pass for the entrance examination

1. After successful submission of the online application and payment of the entrance examination fee you can download the admit pass. The admit pass will be made available for downloading on the University's website <http://www.efluniversity.ac.in> from 16 February 2018.
2. The University will not send the admit pass by post. Therefore, it is your responsibility to download the admit pass and appear for the test.
3. You are not allowed to write the entrance test at any other centre except the centre allocated and mentioned in the admit pass.

V. Instructions for entrance examination

1. You should be in your seat 45 minutes before the commencement of the examination as mentioned in the admit pass. For the examination conducted from 10:00 am to 12:00 noon, you should be in your seat by 9.15 am in order to complete the pre-test formalities; for the examination conducted from 2.00 pm to 4.00 pm, you should be in your seat by 1.15 pm to complete the pre-test formalities. You will not be allowed to enter the examination hall even a minute after the commencement of the examination.
2. Use of cell/mobile phones/tabs in the examination hall is strictly prohibited.

3. You are not allowed to leave the examination hall before the end of the test.
4. The format for the entrance examinations for various programmes is provided in the Online Prospectus.

EFL University is not a residential university. Accommodation in the hostels is therefore not guaranteed and is subject to availability on sharing basis only for applicants who are from outstation and enrolled in a full-time programme at the University.

VI. List of necessary documents

Documents to be kept with you

1. Download Online Prospectus from the website to check the academic programmes on offer and the eligibility criteria for each programme.
2. Keep the scanned copies of the following documents ready:
 - (a) your photograph
 - (b) your signature
 - (c) Aadhar Card
 - (d) caste certificate, if you belong to the OBC/SC/ST category
 - (e) WDP/PWD certificates issued by a competent authority, if you are seeking admission against the WDP/PWD quota
 - (f) credit card/debit card/Net banking codes
 - (g) JRF certificate, if you are a JRF awardee
 - (h) Aadhaar /Voter ID/ Ration card of the parent/guardian

Step 1: New user registration

1. Click on the EFLU REGISTRATION ONLINE tab.
2. Complete the details required. Then click the SUBMIT button.
3. Enter all the relevant details carefully. You cannot change data entered in the form.
4. You will receive a password from the EFL University to your registered mobile number and email id.
5. Retain your Username and Password for further reference.

Step 2: Filling in the application form

- Click on the 'Go to the application form' on the top right hand corner of the web page.
- Fill in the details on each page and click on 'save'.
- After you have uploaded all the necessary documents and have paid the fee, click on the 'submit' button.

Step 3: Confirmation of password

Login with the **username** and **password** received from the EFL University.

Step 4: Fill in the Online Registration form

1. Click on EFLU Registration Online to get the application form.
2. Complete the details required, upload your passport photograph, signature and certificates if any, and make the fee payment. Then click the Submit button.
3. Pay the required fees online using Net banking / Credit Card / Debit Card of any bank following the link that appears.
4. Once the payment is made, you will receive an SMS and email confirming your payment.

Step 5: Download the Admit Pass

1. From 16 February 2018, you can download the admit pass using the same username and password.
2. You will receive a system-generated admit pass. Download it, keep it safe and bring it to the examination centre on the entrance examination date.

VII. Guidelines for scanning the photograph and signature

While filling the online application form, you will be provided with a link to upload your photograph and the image of your signature. So before applying online you must have a scanned (digital) image of your photograph, signature, Aadhar Card as per the specifications given below.

- (i) **Photograph Image:** Your passport size colour photograph must be a recent one and preferably with a white background. If you wear spectacles, make sure that there are no reflections and your eyes are clearly visible. Caps/hats and dark glasses are not acceptable. Religious headgear is allowed but it must not cover your face. The photograph should be in 200 x 230 pixels. Ensure that the size of the scanned image is not more than 50KB. Adjust the settings of the scanner, such as the dpi resolution, during the process of scanning.
- (ii) **Signature Image:** You have to sign on white paper with black ink/ball point pen. Scan this image. The signature should be in 140 x 60 pixels. Ensure that the size of the scanned image is not more than 20KB. The signature will be appended on the admit pass and wherever necessary. If your signature on the answer script, at the time of the examination, does not match with the signature on the admit pass, then you will not be allowed to write the entrance examination.

(iii) Scanning the Proof of OBC/SC/ST/PWD/WDP certificate:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set colour to True colour
- File size (50 to 150 KB, as specified in the application form)
- Crop the image in the scanner to the edge of the image, then use the upload editor to crop the image to the final size (50 to 150 KB, as specified in the application form).
- The image file should be JPG or JPEG format. An example file name is: image 01.jpg or image 01.jpeg. You can check the image dimensions by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain the image in .jpeg format not exceeding 50KB (photograph), 20KB (signature) & 200KB (Proof of OBC/SC/ST/PWD/WDP and other certificates) by using MS Paint or MS Office Picture Manager. Scanned images in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph), 20KB (signature) & 200KB (Proof of Date of Birth, Proof of OBC/SC/ST/PWD/WDP Certificate) by using crop and then resize option (please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.

VIII. Procedure for uploading the photograph, signature, Proof of OBC/SC/ST/PWD/WDP and other certificates

1. There are separate links for uploading images.
2. Click on the respective link "Upload Photograph, Signature, Proof for OBC/SC/ST/PWD/WDP"
3. Browse and Select the location where the scanned Image file has been saved.
4. Select the file by clicking on it.
5. Click the 'Upload' button.

Procedure for creating images with correct dimension

While scanning the photo, signature, and other documents if you do not get the correct dimension for uploading the images, kindly follow the instructions given below:

1. Open the scanned images in MS paint.
2. Click on images--->stretch/skew (ctrl+w).
3. Reduce the horizontal and vertical percentage in the stretch box, if the image size is more.
4. Increase the horizontal and vertical percentage in the stretch box, if the image size is less.
5. Save the image in JPEG format.