DELHI PHARMACEUTICAL SCINCES & RESEARCH UNIVERSITY
(The First University dedicated to Pharmaceutical Sciences in India)
Incorporating its constituent college
DELHI INSTITUTE OF PHARMACEUTICAL SCINCES & RESEARCH

Guidelines to fill up the Online Application Form for Delhi Pharmaceutical Sciences & Research University for the Academic Session 2022-23

Applicants are required to keep the following things ready before applying:

1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over (and subsequently, if admitted).

2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc till the admission process is over (and subsequently, if admitted).

3. Good internet connectivity.

4. A recent **scanned** passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of the scanned photograph should not be more than 100KB).

5. Your **scanned** signature in **Blue/Black** ink on white background (for scanning and uploading in "jpeg" format only. File size of the scanned signature should not be more than 100KB).

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STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION:

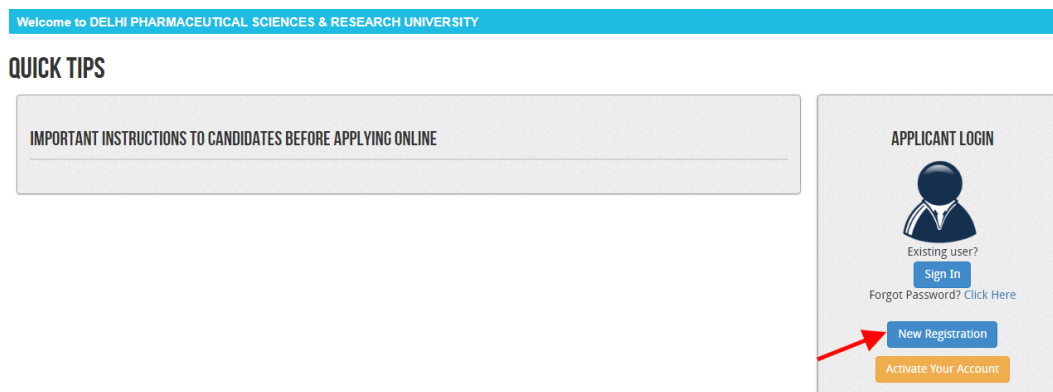The entire process of filling the online Application form can be completed as given below.

The steps are:

1. Register yourself for the online application process at https://dpsru.ucanapply.com/univer/public/secure?app_id=UElZMDAwMDA3 Nw==.

2. Activate your online Application with the Activation Code received on your Email ID during the registration process.

3. The applicant is required to fill his "Personal information" after registration only. The application form will appear on the screen. The applicant is required to fill up the details in the application form.

4. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature one by one.

5. In the next step, the applicant may be required to fill the Educational Information (as per requirement).

6. Once all the details are filled in, the candidate is required to Review the details entered and confirm. No editing will be allowed once the application is confirmed by the student.

7. Your form will be complete only after you pay the application fees after confirmation using any of the available online modes of payment.
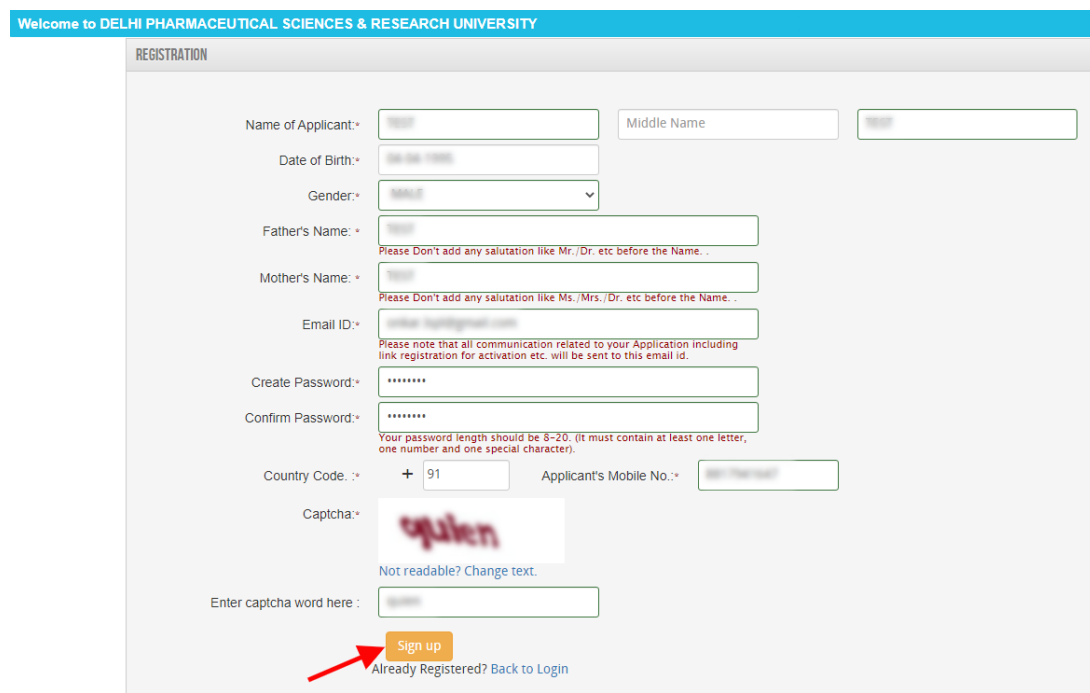
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STEP BY STEP PROCESS FOR FORM FILLING WITH SCREENSHOTS IS GIVEN BELOW.

Step 1: Please click on **"Click here to Apply"** link given on the home page of the https://dpsru.ucanapply.com/univer/public/secure?app_id=UElZMDAwMDA3Nw== Application Portal from the JMI website.

Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"New Registration"**. Please click on this link.
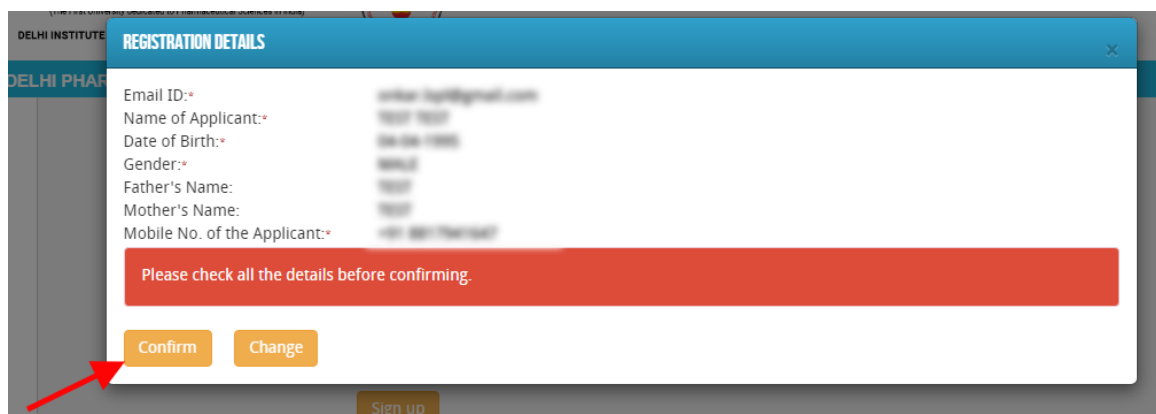

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets"and select your course and fill up all details. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

**Password needs to be entered 2 times. Both should be same. Otherwise, it will show an error.

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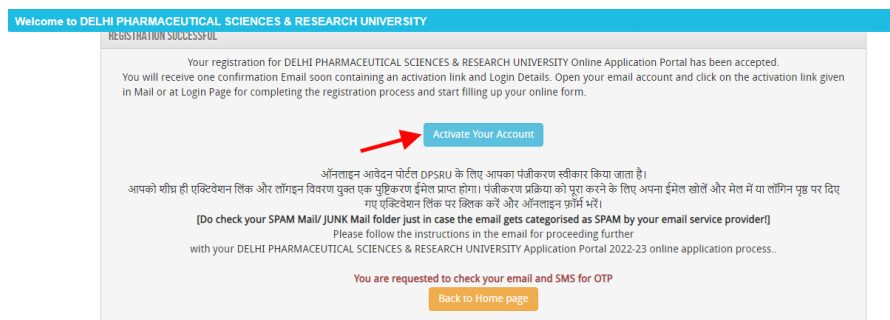**DELHI INSTITUTE OF PHARMACEUTICAL SCINCES & RESEARCH**

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NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO, MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

When you click the "Sign up" button a new pop-up showing rregistration details will be displayed. Click on the "**Confirm**" button for completing the registration process.

Step 4: Activation and validation of Registration:

On successful submission of your registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** containing a validation code/link on the e-mail ID provided by you in the Registration Form. You should click on this activation link to confirm and complete your registration process.

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Activate your registration for DIPSARU ONLINE APPLICATION - 2022-23

DP DPSRU dpsruonline@gmail.com Today at 12:35
Me ⟩

Dear ████

Thank you for showing interest for admission to courses of DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY for the academic session 2022-2023.

The details as submitted by you during the process of registration are given below:

Name : ████ ████

Email : ████████████

Password : ████████

Your Activation Code : ██████

Online Support Services

DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

DIPSARU Admission Portal 2022-2023.

Note: This confirmation and activation link email might land in your "Spam Folder" or "Junk Folder'. So, in case you don't find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from **dpsruonline@gmail.com** in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that you receive subsequent e-mails from **dpsruonline@gmail.com** in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the JMI Online Application Portal.

1. Click on the activation link received in the e-mail. Your account will not be activated until you click on the activation link, so, *don't forget this important step.*

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2. After clicking on the activation link, you will be directed to the validation page in which you are required to fill the validation code sent on your registered mobile number or Email ID. Enter the validation code received on your registered mobile number or Email ID to complete the registration process.

After successful validation, you will be allowed to login and you will be directed to My Application section.

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AFTER ACTIVATION AND VALIDATION OF YOUR REGISTRATION HOW TO FILL UP THE APPLICATION FORM?

Step 1: After activation and validation of your Registration, you can login into the Application Portal.

After successful login, you will be directed to a **Dashboard** page. Now click on the **My Application** tab as shown in the screenshot below.

Now on **My Application** page please select the "**Course**" and then click on the proceed button.

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After clicking on the proceed button a Confirmation Popup will appear on your screen, Check and confirm the course details filled by you and then click on "**Add the Course button**". As shown in the screenshot below.

In Application detail page fill up other required details correctly (As shown in the above photo)
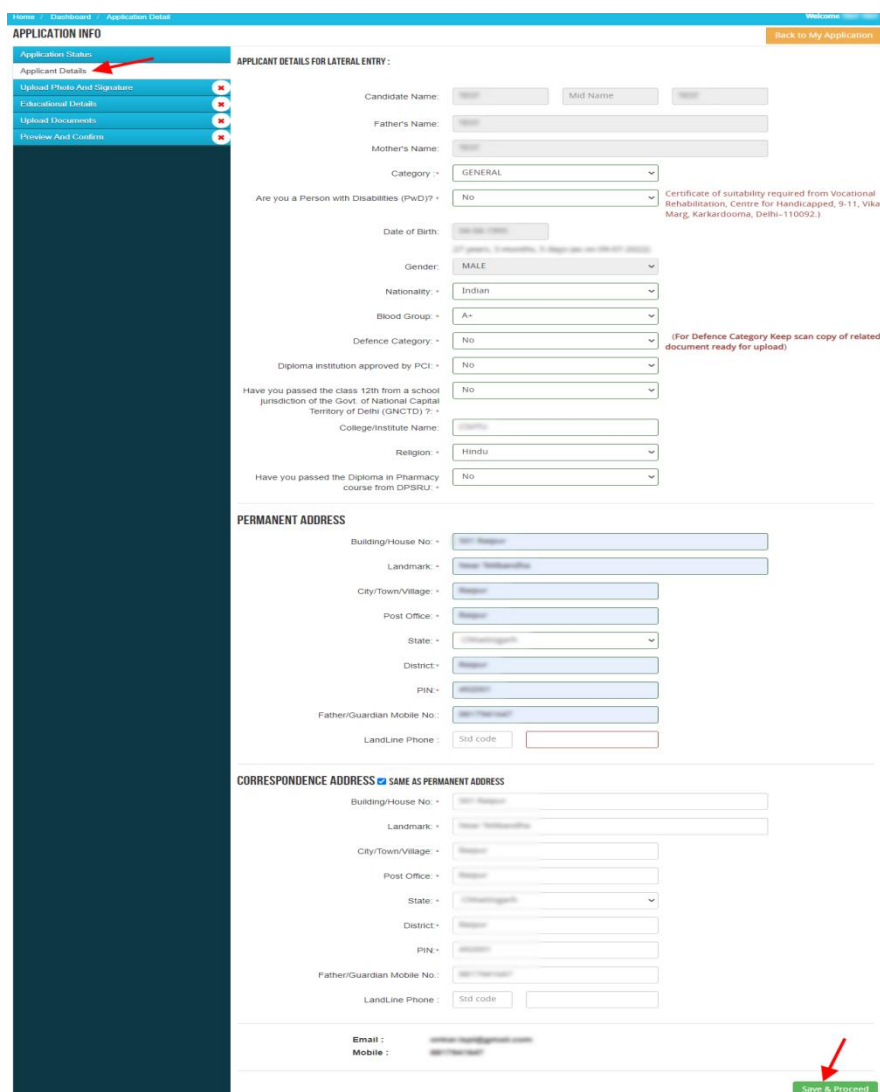
Note: Mandatory fields have been marked with red Asterix. After filling all the mandatory fields, you will be allowed to 'Save" the form

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After filling all the details click on the 'Save and Continue' Button

Photo & Two Signature (English & Hindi) upload:

To upload the image file of your scanned passport size colour photograph and signature, click **on** the 'Upload Photograph and Signature' button available on the left panel.

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)
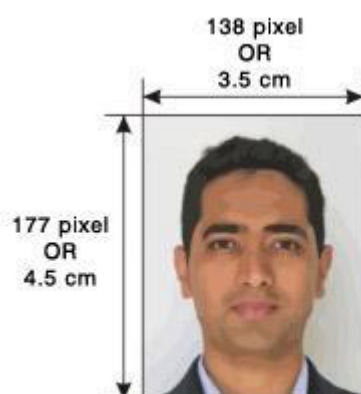
If you are facing any problem to upload your photo you are requested to resize your photo as per the sample images shown here.

To Resize your scaned photo please follow the following steps:

1. Right click on the scaned photo file → Open with

→ Microsoft Office Picture Manager

2. Now from the top menu bar , Click Picture → Resize

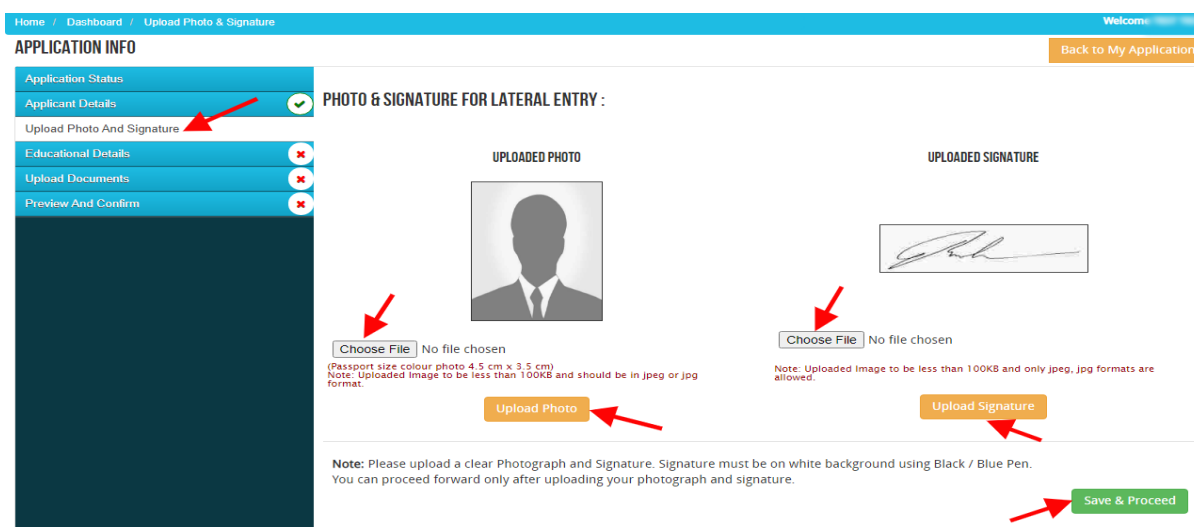**DELHI PHARMACEUTICAL SCINCES & RESEARCH UNIVERSITY**
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3. Now from the right side bar, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. Then save the file.

Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click on the Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

After filling up application click on the 'Save and Proceed' Button given at the bottom. Ensure you have filled up all the required field of the educational details.

Educational Details: Enter the educational details and marks /GP as per the Qualified mark sheet, "**Save & Proceed**".

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Documents Upload: Upload scanned copies of all supporting certificates which are already scanned, "**Save & Proceed**".

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Home / Dashboard / Application Form View | Welcome TEST TEST

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Name of the Candidate :	TEST TEST
Father's Name :	MR. TEST
Mother's Name :	MRS. TEST

1. Permanent Address:

Building/House No:	321 Raipur, Near Telibandha	City/Town/Village:	Raipur
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State code:	Chhattisgarh
Land Phone:		Mobile No:	8817941547

2. Correspondence Address:

Building/House No:	321 Raipur, Near Telibandha	City/Town/Village:	Raipur
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State:	Chhattisgarh
Landline No.:		Mobile No:	8817941547

3. Address for Communication

Mobile No.	8817941547	E-mail

4. Personal Information:

Date of birth:	04 April 1995	Age of the Student (on 2022-07-09)	27 years, 3 months, 5 days
Gender:	Male	Category :	GENERAL
Blood Group	A+		
Person with disability:	NO	Nationality :	Indian
Defence Category:	No	Defence Sub Category:	N/A
Gallantry Awards:	N/A		
Region :	Outside Delhi	Religion:	Hindu
Institution approved by PCI:	No		

5. Educational Qualifications :

Name of Examination	Name of Board/ University	Year of Passing	School/College	Total Marks	Total Secured	% of marks
10th / Equivalent	Chhatisgarh Board of Secondary Education, Raipur	2011	ssmm	500	400	80
12th / Equivalent	Chhatisgarh Board of Secondary Education, Raipur	2013	ssmm	600	500	83.33
Diploma	Chhattisgarh Swami Vivekanad Technical Universty, Chhattisgarh	2014	csvtu	800	650	81.25

6. Class XII Subjects and Marks:

S.N.	Subject	Type	Obtained Marks	Max Marks

You have successfully filled the application form for admission into Under Graduate Course type on .

DECLARATION:
I, TEST TEST, hereby declare that all the information given above is true to the best of my knowledge. In case it is detected at any stage of the admission process that I do not fulfill the eligibility criteria and /or do not comply with other requirements as per Prospectus and/or I have furnished any incorrect/false information or have suppressed any material facts, my admission is liable to be rejected at any stage during the course duration.

Date: 09-07-2022

Printed on : 09-07-2022 01:05 PM

(Signature of the candidate)

☐ **I CONFIRM THE ABOVE**

[Confirm & Submit] [Cancel]

Note: After confirming the application form you will not be able to edit again.

All details filled by you will appear on the screen, Check all the details properly and click on the **I CONFIRM THE ABOVE** checkbox option & then Click on the **'Confirm & Submit'** button.

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Preview & Submit: Applicant should check the applications by preview before submit. The applicants are instructed to get a "Print-out" of filled online application and ensure that the particulars are correct in all respects before final submission. If any of the particulars are found incorrect, edit the application, accordingly by using "Edit" option. Then "**Save & Proceed**".

Home / Dashboard / Application Form View	Welcome TEST TEST

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Name of the Candidate : TEST TEST

Father's Name : MR. TEST

Mother's Name : MRS. TEST

1. Permanent Address:

Building/House No:	101 Raipur, Near Tatibandhu	City/Town/Village:	Raipur
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State code:	Chhattisgarh
Land Phone:		Mobile No:	8017941547

2. Correspondence Address:

Building/House No:	101 Raipur, Near Tatibandhu	City/Town/Village:	Raipur
Post Office:	Raipur	District:	Raipur
PIN/ZIP code:	492001	State:	Chhattisgarh
Landline No.:		Mobile No:	8017941547

3. Address for Communication

Mobile No.	8017941547	E-mail	anisur.lspt@gmail.com

4. Personal Information:

Date of birth:	04 April 1995	Age of the Student (on 2022-07-09)	27 years, 3 months, 5 days
Gender:	Male	Category :	GENERAL
Blood Group	A+		
Person with disability:	NO	Nationality :	Indian
Defence Category:	No	Defence Sub Category:	N/A
Gallantry Awards:	N/A		
Region :	Outside Delhi	Religion:	Hindu
Institution approved by PCI:	No		

5. Educational Qualifications :

Name of Examination	Name of Board/ University	Year of Passing	School/College	Total Marks	Total Secured	% of marks
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Diploma	Chhattisgarh Swami Vivekanad Technical Universty, Chhattisgarh	2014	csvtu	800	650	81.25

6. Class XII Subjects and Marks:

S.N.	Subject	Type	Obtained Marks	Max Marks

You have successfully filled the application form for admission into Under Graduate Course type on 09-07-2022.

DECLARATION:
I, TEST TEST, hereby declare that all the information given above is true to the best of my knowledge. In case it is detected at any stage of the admission process that I do not fulfill the eligibility criteria and /or do not comply with other requirements as per Prospectus and/or I have furnished any incorrect/false information or have suppressed any material facts, my admission is liable to be rejected at any stage during the course duration.

Date: 09-07-2022

Printed on : 09-07-2022 01:07 PM

(Signature of the candidate)

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You can contact us for-
Online Application form related query: 011-41169640, dpsruonline@gmail.com
Course related query: 011-29552060, 011-29552039, admissions@dpsru.edu.in

Prof. (Dr.) Rajiv K. Tonk
Chief Admission Officer
DPSRU, New Delhi-17