



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




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



Email Helpdesk : [dpsruonline@gmail.com](mailto:dpsruonline@gmail.com), [admissions@dpsru.edu.in](mailto:admissions@dpsru.edu.in) Helpline Call : 011-41169640, 011-29552039, 011-29552060 (Time : 10:00 AM to 05:00 PM)

HOME NOTICES & ANNOUNCEMENTS GUIDELINE & HELP



Student Login/Fresh Registration  
Click here

Admin Login  
Click here

NOTICES AND ANNOUNCEMENTS

SCHEDULE OF ADMISSION

### 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).

## **STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION:**

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

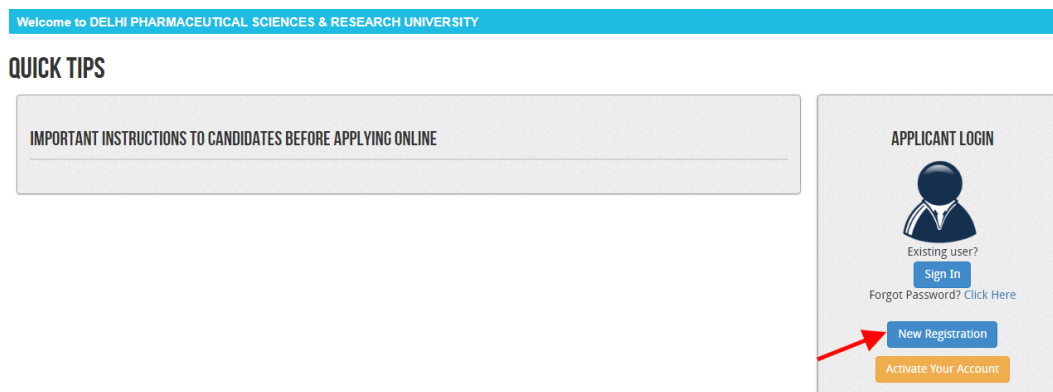
### **The steps are:**

1. Register yourself for the online application process at [https://dpsru.ucanapply.com/univer/public/secure?app\\_id=UElZMDAwMDA3Nw==](https://dpsru.ucanapply.com/univer/public/secure?app_id=UElZMDAwMDA3Nw==).
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.

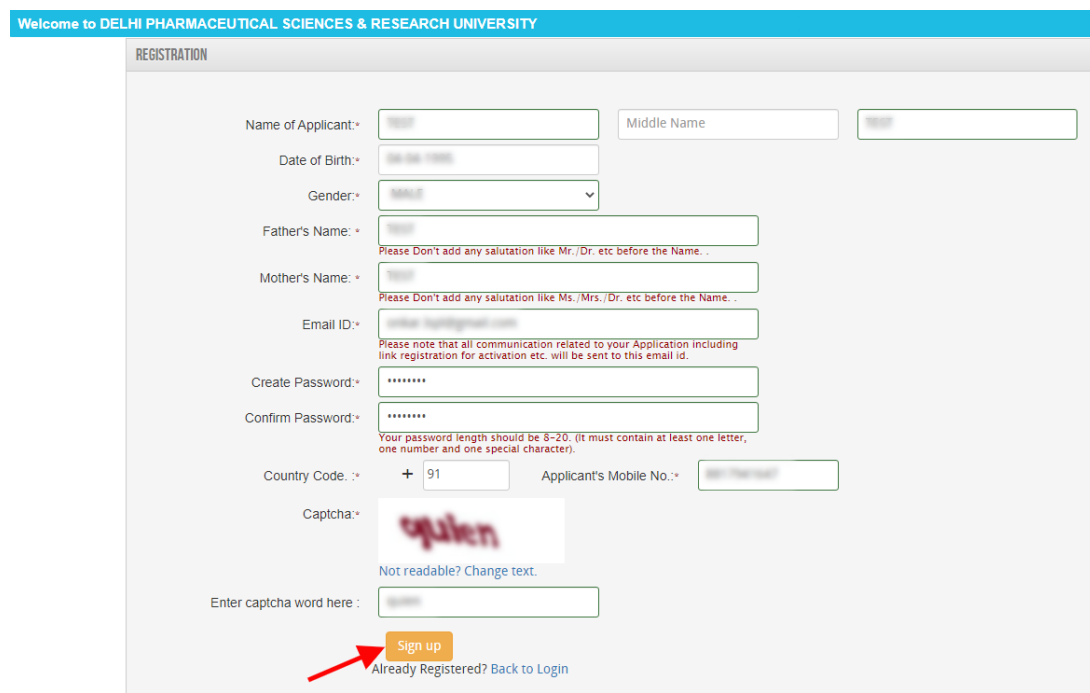
## **STEP BY STEP PROCESS FOR FORM FILLING WITH SCREENSHOTS IS GIVEN BELOW.**

**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=UEIZMDAwMDA3Nw==](https://dpsru.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA3Nw==) 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.



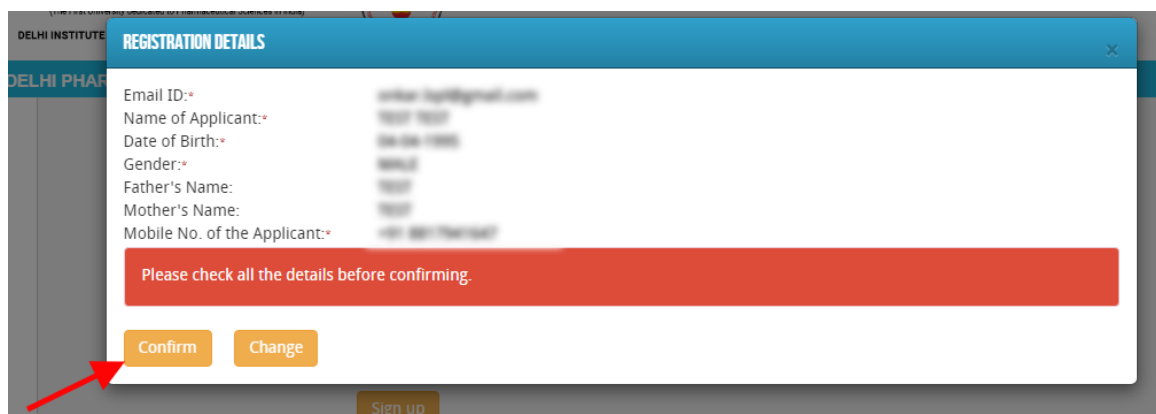
**Step 3:** When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and select your course and fill up all details. These fields cannot be left blank. Once you fill the details, you can click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

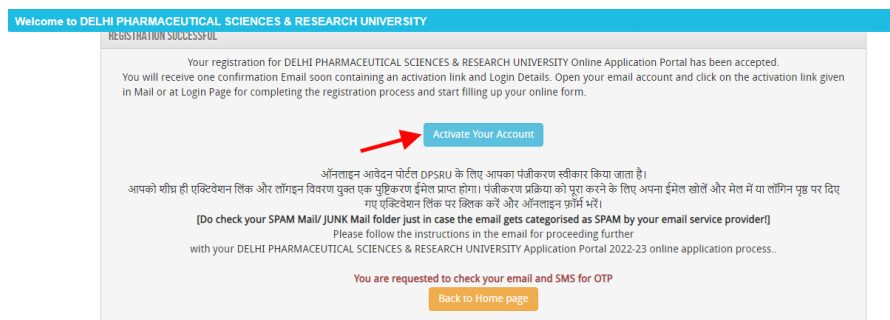
**NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO, MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.**

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



The image shows a 'REGISTRATION DETAILS' pop-up window. It contains the following fields: Email ID, Name of Applicant, Date of Birth, Gender, Father's Name, Mother's Name, and Mobile No. of the Applicant. Below these fields is a red bar with the text 'Please check all the details before confirming.' At the bottom of the pop-up are two buttons: 'Confirm' and 'Change'. A red arrow points to the 'Confirm' button. In the background, a 'Sign up' button is visible.

#### Step 4: Activation and validation of Registration:



The image shows a 'Welcome to DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY' page with a 'REGISTRATION SUCCESSFUL' banner. The main text states: 'Your registration for DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY Online Application Portal has been accepted. You will receive one confirmation Email soon containing an activation link and Login Details. Open your email account and click on the activation link given in Mail or at Login Page for completing the registration process and start filling up your online form.' Below this text is a blue button labeled 'Activate Your Account' with a red arrow pointing to it. Further down, there is a section in Hindi: 'ऑनलाइन आवेदन पोर्टल DPSRU के लिए आपका पंजीकरण स्वीकार किया जाता है। आपको शीघ्र ही एक्टिवेशन लिंक और लॉगइन विवरण युक्त एक पुष्टिकरण ईमेल प्राप्त होगा। पंजीकरण प्रक्रिया को पूरा करने के लिए अपना ईमेल खोलें और मेल में या लॉगिन पृष्ठ पर दिए गए एक्टिवेशन लिंक पर क्लिक करें और ऑनलाइन फॉर्म भरें।' Below this is a note in brackets: '[Do check your SPAM Mail/ JUNK Mail folder just in case the email gets categorised as SPAM by your email service provider!]' followed by the instruction: 'Please follow the instructions in the email for proceeding further with your DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY Application Portal 2022-23 online application process..'. At the bottom, it says 'You are requested to check your email and SMS for OTP' and has a 'Back to Home page' button.

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.

## Activate your registration for DIPSARU ONLINE APPLICATION - 2022-23

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

Dear [REDACTED]

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 : [REDACTED]

Email : [REDACTED]

Password : [REDACTED]

Your Activation Code : [REDACTED]

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](mailto: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](mailto: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.*

Welcome to DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

### QUICK TIPS

IMPORTANT INSTRUCTIONS TO CANDIDATES BEFORE APPLYING ONLINE

#### APPLICANT LOGIN



Existing user?

Sign In

Forgot Password? Click Here

New Registration

Activate Your Account

Welcome to DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

**ACTIVATION**

Username\*

Enter Activation Code / OTP\*

**Submit**

Your activation code has been sent on your registered email id and mobile number given at the time of registration. SMS on your mobile may take some time to deliver based on your cellular service provider.

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.

Welcome to DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

Hi! TEST TEST, Your account has been activated. You can now login with your Email-id and Password. **Login**

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

## 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.

Welcome to DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

**QUICK TIPS**

IMPORTANT INSTRUCTIONS TO CANDIDATES BEFORE APPLYING ONLINE

**APPLICANT LOGIN**

Existing user?  
[Sign In](#)  
[Forgot Password? Click Here](#)

[New Registration](#)

[Activate Your Account](#)

**SIGN IN**

Email Address

Password

☐ Remember me

[Forgot Password?](#)

[Submit](#)

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

**DASHBOARD**

[My Application](#)

[Preview Form](#)

**INSTRUCTIONS FOR USE OF DASHBOARD**

- **My Application** : To Select new courses or to fill up the Application Form.
- **Preview Form** : Completed Application Forms can be previewed in this section.
- **Make Payment** : Select the Completed Application Form & make payment using Credit Card, Net banking or ATM-cum-Debit Card (if Payment is active).

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

Home / Dashboard / My Application Welcome

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**MY APPLICATION(S)**

1. Status of Application(s) you have applied for:

Note: Application shall be treated as successfully submitted only when the Application Fee has been paid by the Applicant. After successful payment of fee, Payment id will appear against the Course in the **Payment ID** Column. Kindly save the **Payment ID** for future references.

Select Course:

2. For adding new Application(s):

Select Course Name:  **Proceed**

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.

**ELIGIBILITY DETAILS**

Kindly Click here for checking eligibility criteria

☒ I have read the prospectus and confirming the above eligibility conditions.

**Add The Course** **Cancel**

In Application detail page fill up other required details correctly ( As shown in the above photo)

Home / Dashboard / Application Status Welcome

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**APPLICATION INFO** **Back to My Application**

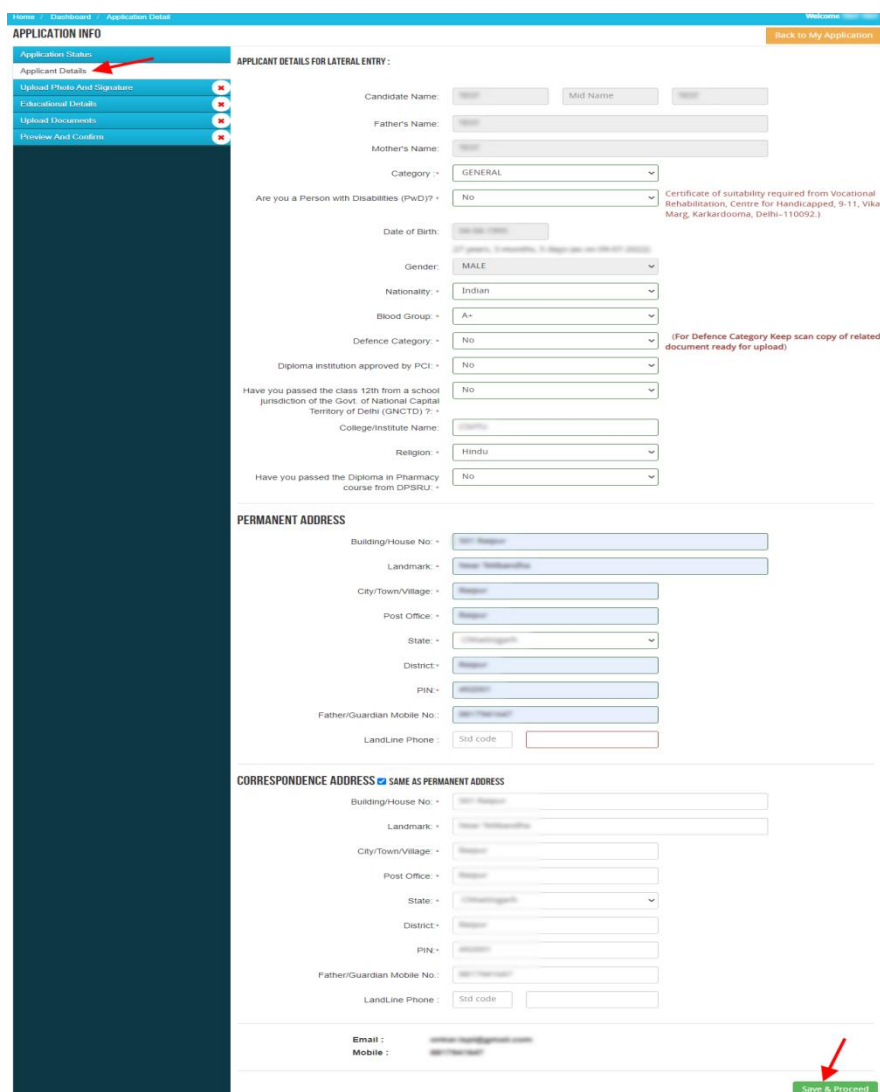
Application Status **STATUS OF SUBMITTED APPLICATION(S)**

Applicant Details **APPLICANT DETAILS FOR LATERAL ENTRY :**

Stage	Description	Status
1	Applicant Details	Incomplete
2	Upload Photo And Signature	Incomplete
3	Educational Details	Incomplete
4	Upload Documents	Incomplete
5	Preview And Confirm	Incomplete

Note: Mandatory fields have been marked with red Asterix. After filling all the mandatory fields, you will be allowed to 'Save' the form



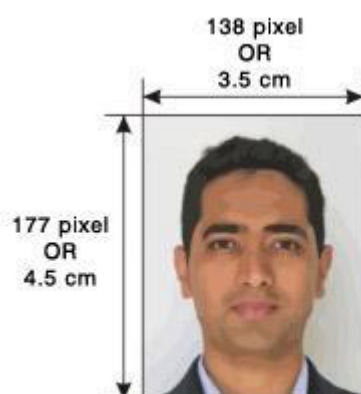


After filling all the details click on the 'Save and Continue' Button

### 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.)



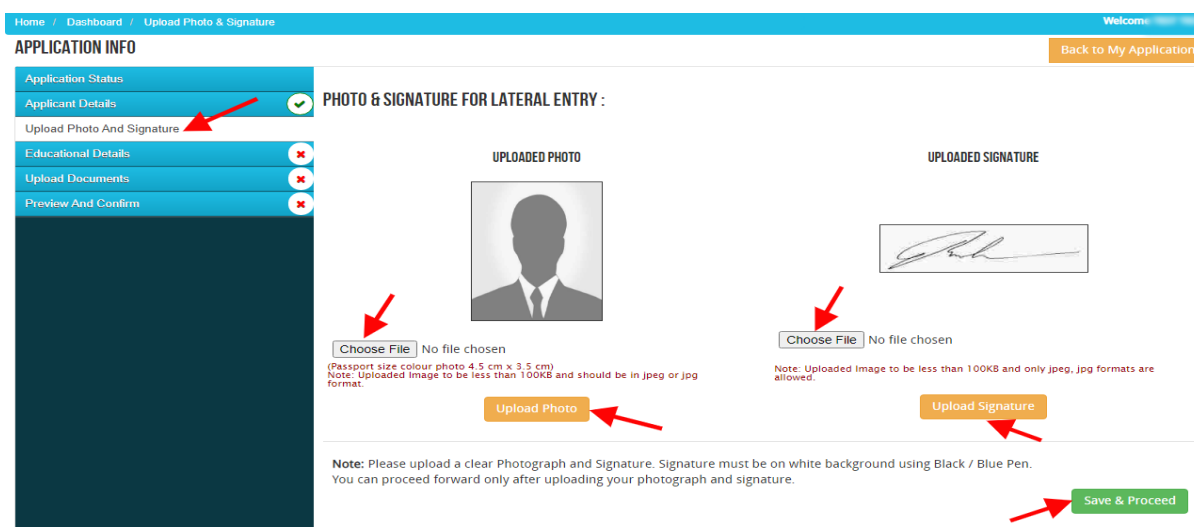
If you are facing any problem to upload your photo you are requested to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with  
→ Microsoft Office Picture Manager
2. Now from the top menu bar, Click Picture → Resize

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:



Home / Dashboard / Upload Photo & Signature

APPLICATION INFO

Application Status

Applicant Details

Upload Photo And Signature

Educational Details

Upload Documents

Preview And Confirm

PHOTO & SIGNATURE FOR LATERAL ENTRY :

UPLOADED PHOTO

UPLOADED SIGNATURE

Choose File No file chosen

(Passport size colour photo 4.5 cm x 3.5 cm)  
Note: Uploaded image to be less than 100KB and should be in jpeg or jpg format.

Upload Photo

Choose File No file chosen

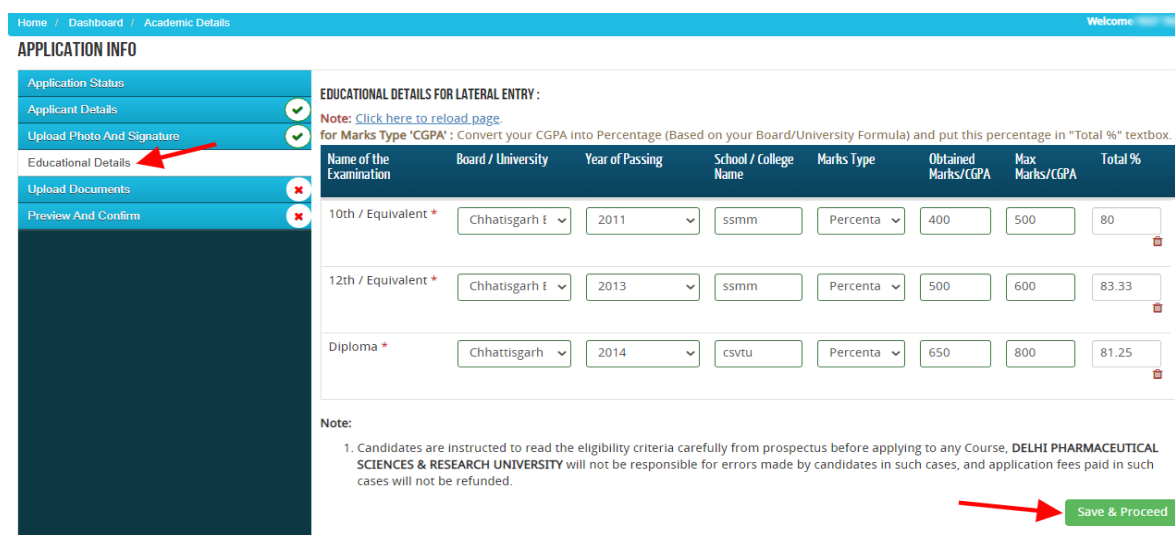
Note: Uploaded image to be less than 100KB and only jpeg, jpg formats are allowed.

Upload Signature

Note: Please upload a clear Photograph and Signature. Signature must be on white background using Black / Blue Pen. You can proceed forward only after uploading your photograph and signature.

Save & Proceed

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.



Home / Dashboard / Academic Details

APPLICATION INFO

Application Status

Applicant Details

Upload Photo And Signature

Educational Details

Upload Documents

Preview And Confirm

EDUCATIONAL DETAILS FOR LATERAL ENTRY :

Note: [Click here to reload page.](#)  
for Marks Type 'CGPA': Convert your CGPA into Percentage (Based on your Board/University Formula) and put this percentage in "Total %" textbox.

Name of the Examination	Board / University	Year of Passing	School / College Name	Marks Type	Obtained Marks/CGPA	Max Marks/CGPA	Total %
10th / Equivalent *	Chhatisgarh	2011	ssmm	Percenta	400	500	80
12th / Equivalent *	Chhatisgarh	2013	ssmm	Percenta	500	600	83.33
Diploma *	Chhattisgarh	2014	csvtu	Percenta	650	800	81.25

Note:

1. Candidates are instructed to read the eligibility criteria carefully from prospectus before applying to any Course, DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY will not be responsible for errors made by candidates in such cases, and application fees paid in such cases will not be refunded.

Save & Proceed

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

Please re-confirm that you have filled all Educational details properly. Selection for this Course/Program would be prepared based on data entered by you here. No further claims for changes will be entertained..

Cancel OK

Diploma \* Chhattisgarh 2014 csvtu Percenta

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

Home / Dashboard / Document Upload

APPLICATION INFO

Application Status

Applicant Details

Upload Photo And Signature

Educational Details

Upload Documents

Preview And Confirm


DOCUMENT DETAILS FOR LATERAL ENTRY :

Document Uploaded Successfully


Name of the Document	Uploaded link	Upload	Type	Marks Sheet / Certificate No.	
10th / Equivalent Marksheet	Click here to view the document Original 1234964	Choose File No file chosen	Original	1234964	Upload
12th / Equivalent Marksheet	Click here to view the document Original 582147	Choose File No file chosen	Original	582147	Upload
Diploma Marksheet	Click here to view the document Original 123456	Choose File No file chosen	Original	123456	Upload


Note: You can proceed forward only after uploading your document as shown above, these document are being asked in connection with the details entered by you in the Applicant details section.

Save & Proceed



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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:	501 Rajpur New Indraprastha	City/Town/Village:	Rajpur
Post Office:	Rajpur	District:	Rajpur
PIN/ZIP code:	400001	State code:	Chhattisgarh
Land Phone:		Mobile No:	9876543210

**2. Correspondence Address:**

Building/House No:	501 Rajpur New Indraprastha	City/Town/Village:	Rajpur
Post Office:	Rajpur	District:	Rajpur
PIN/ZIP code:	400001	State:	Chhattisgarh
Landline No.:		Mobile No:	9876543210

**3. Address for Communication**

Mobile No.	9876543210	E-mail	test.test@gmail.com
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**4. Personal Information:**

Date of birth:	01 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:	No
Gallantry Awards:	No		
Region :	Chhattisgarh	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	Chhattisgarh Board of Secondary Education, Raipur	2011	ssmm	500	400	80
12th / Equivalent	Chhattisgarh Board of Secondary Education, Raipur	2013	ssmm	600	500	83.33
Diploma	Chhattisgarh Swami Vivekanand Technical University, Chhattisgarh	2014	csvtu	800	650	81.25

**6. Class XII Subjects and Marks:**

S.N.	Subject	Type	Obtained Marks	Max Marks
<p>You have successfully filled the application form for admission into Under Graduate Course type on .</p> <p><b>DECLARATION:</b> 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.</p> <p>Date: 09-07-2022</p> <p>Printed on : 09-07-2022 01:05 PM</p> <div style="text-align: right; margin-top: 10px;">               (Signature of the candidate)           </div>				

☐ **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.



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

Name of the Candidate :		[Blank]		
Father's Name :		[Blank]		
Mother's Name :		[Blank]		

**1. Permanent Address:**

Building/House No.:	[Blank]	City/Town/Village:	[Blank]
Post Office:	[Blank]	District:	[Blank]
PIN/ZIP code:	[Blank]	State code:	[Blank]
Land Phone:	[Blank]	Mobile No.:	[Blank]

**2. Correspondence Address:**

Building/House No.:	[Blank]	City/Town/Village:	[Blank]
Post Office:	[Blank]	District:	[Blank]
PIN/ZIP code:	[Blank]	State:	[Blank]
Landline No.:	[Blank]	Mobile No.:	[Blank]

**3. Address for Communication**

Mobile No.:	[Blank]	E-mail:	[Blank]
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**4. Personal Information:**

Date of birth:	[Blank]	Age of the Student ( on 2022-07-09 )	[Blank]
Gender:	[Blank]	Category :	[Blank]
Blood Group	[Blank]		
Person with disability:	[Blank]	Nationality :	[Blank]
Defence Category:	[Blank]	Defence Sub Category:	[Blank]
Gallantry Awards:	[Blank]		
Region :	[Blank]	Religion:	[Blank]
Institution approved by PCI:	[Blank]		

**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 Vivekanand Technical University, Chhattisgarh	2014	csvtu	800	650	81.25

**6. Class XII Subjects and Marks:**

S.N.	Subject	Type	Obtained Marks	Max Marks
<p>You have successfully filled the application form for admission into Under Graduate Course type on 09-07-2022.</p> <p><b>DECLARATION:</b> 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.</p> <p>Date: 09-07-2022</p> <p>Printed on : 09-07-2022 01:07 PM</p> <div style="text-align: right; margin-top: 20px;">               (Signature of the candidate)           </div>				

**You can contact us for-**

Online Application form related query: 011-41169640, [dpsruonline@gmail.com](mailto:dpsruonline@gmail.com)

Course related query: 011-29552060, 011-29552039, [admissions@dpsru.edu.in](mailto:admissions@dpsru.edu.in)

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