Basic steps to be followed by all the desirous students who wants to seek admission in Four Year Under-Graduate Programme (FYUGP) in various Degree Colleges of UT of J&K for the session 2023-24:

Step 01 Profile Creation

Part-1 Account Registration Process/Sign-Up:

1. For applying to various FYUGP; CUET as well as Non-CUET Candidates should visit the admission portal: https://jkadmission.samarth.ac.in
2. Every candidate should select **New Registration** for creating account on admission portal.
3. Candidates who have appeared in CUET-2023 Examination are advised to select the option CUET Registration Number as : Yes
4. Candidates who have **not appeared** in CUET-2023 Examination are advised to select the option CUET Registration Number as : No
5. CUET candidates can register with CUET Application Number and Date of Birth as per NTA site and can create their password during the registration process.
6. Non-CUET candidates can register with their Name, Date of Birth, Valid Email and Mobile Number and can create their password.
7. Account confirmation email/SMS will be sent to the successfully registered candidates.
8. Students are advised to provide their correct email and mobile number which can further be used to send admission related notifications.

Part-2 Sign-In to the admission portal:

A. Registered CUET/Non-CUET candidate can login to the portal using CUET Application Number/Application Registration Number/Registered Email and the Password set by the candidate during Account Registration Process.
B. Candidates are advised not to share their password with anyone.

Part-3 Profile Creation:

1. Successfully Registered CUET/Non-CUET candidates are required to create their profile by providing the correct details.
2. Students are required to select the social category and reservation category carefully. Admission reservation category is one in which student can claim benefit as per reservation policy.
3. To avail the benefits under any reservation category, candidate should posses the required valid certificate.
4. Candidates are advised to carefully fill all the details during profile creation.
5. Candidate can update the profile before the last date of registration on the portal.

Part-4 Achievement Details:

1. Candidates seeking claim under NCC, NSS/Bharat Scout Guide, Sports, Extra-Curricular Activities/Cultural and Literary (ECA) shall provide the required information and upload the valid certificates.
2. Candidates who are not seeking any claim under achievement category can skip this section by clicking the link **Skip to Next**.

Part-5 Academic Details:

1. Candidates are advised to provide the correct academic details of 10th and 10+2 which will include Board, Roll No, Registration Number, Stream, Passing Year.
2. The 10+2 marks of the candidates can be automatically fetched from the CBSE/JKBOSE based on the above information provided by the candidate.
3. If the information is not automatically fetched, candidate can select Refetch option to fetch the academic details again.
4. If the information of the candidate is not fetched automatically; candidate will be required to enter the marks of the every subject written on the marksheet of 10+2 manually.
5. Candidate are required provide the correct information. If at any stage the information is found to be incorrect, the candidate may be disqualified.

Part-6 Eligibility Display:

1. Candidates can check the eligibility in various programmes as per the information submitted by the candidate.
2. Candidates are advised to check their eligibility carefully.

Part-7 Document Uploading:

1. Candidates are required to upload their documents as per the options selected by the candidate.
2. Candidates are advised to clearly scan the document which should properly readable. The uploaded documents can be used for the online document verification committee members of the various colleges.
3. Candidates are advised not to upload any fake/forged document; otherwise their admission form will be cancelled.

Part-8 Confirm and submit:

1. After uploading all the necessary documents candidate should press the submit option so that Step 01 of admission will be completed.

Step 02 Preference Selection

Part-A Program Preference Selection:

1. For seeking the admissions to various UG programs, registered candidates are required to select the Programs in which they are eligible.
2. Candidate who has appeared for CUET exam are advised to select the CUET based preferences.
   a) For CUET candidate; the system will display the CUET score and the various programs in which the candidate is eligible to apply.
   b) The candidate can now click the Proceed to Preference Selection Option.
   c) The system will display all the preferences in which the candidate is eligible to apply for admission.
   d) Candidates are advised to use the filters like District, University, Programme, College to view the various preferences in which the candidate can apply.
   e) After selecting the various preferences, candidate can arrange the preference according to their best choices.
   f) Candidates are advised to carefully select and arrange their preferences.
   g) If the CUET candidate is not finding any suitable preference under CUET preference option, the candidate can select the preference under Non-CUET preference option.
   h) Candidates with CUET preferences option shall be given more priority over Non-CUET preference option during the admission process.
   i) Candidate can also preview the preferences selected and arranged during the preference selection process.
   j) After satisfied by the preferences selected by the candidate, full profile of the candidate will be displayed.

3. Candidate who has not appeared for CUET exam can only select the Non-CUET based preferences selection option.

   a) Candidates can apply for the subject in which the candidate is eligible based on the eligibility criterion laid by the various HEI's.
   b) Candidate can select multiple subjects and multiple colleges according to the preference.
   c) Candidate should separately submit every preference if multiple preferences selected from the same registered account.

Step 03 Application Submission

1. Candidates should select the various agreed checkboxes after carefully reading all the options.
2. Candidate should finally submit the application form.

** Note:

a) Candidates are informed that merely submission of the application form is not the confirmation of seat.
b) Admission of the candidate is only confirmed once the :
   i. Candidate is shortlisted in some programme during the seat allocation round.
   ii. Acceptance of the allocated seat by the candidate within the stipulated time period.
   iii. Physical document verification by the committee members of the allocated HEI.
   iv. Successful payment of Admission Fee.