

Guide to filling your Undergraduate Transfer Programme Application Form

This document will assist you in filling out your Application Form by taking you through all the sections of your Application Form and listing out detailed instructions for each section. We recommend that you keep referring to this document while filling out your Application Form so you do not miss out on any key points.

Instructions for the Application Form

- All fields marked by * are mandatory. You will not be able to submit the Application Form unless these fields have been duly filled
- If you are unable to find a suitable response in the drop-down options for any question in the Application Form, please click on the option 'Other' and write your response in the text box

Pointers to help you before you begin filling out your Application Form

- The Ashoka Application Form takes a minimum of 7 days to fill in a thorough, detailed and comprehensive manner
- You can move from one section to the next only after you have filled all the mandatory fields in a section. You will be able to revisit these filled mandatory fields later to edit them if required
- Fill out the entire application form in detail, including non-mandatory sections, if you have anything relevant to write. The more information we have about you, the better it is for a comprehensive evaluation
- As much as possible, fill all sections of your Application Form on your own. Request help from others to get clarity on specific sections or to review your Application Form before you submit it
- Proofread each section of your Application Form at every step
- Ensure that all your attachments are clearly visible and attached at the right places
- The Office of Admissions acknowledges and respects the privacy of every applicant. Any sensitive information shared in the application form will not affect the way in which a particular application is reviewed by the Admissions Committee. Hence, we strongly encourage applicants to have confidence in the process and address all sections of the Application Form completely and truthfully to the best of your knowledge

Criteria for Ineligibility/Incomplete Application

If your Application Form is found to be ineligible, your application will not be processed further. An Application Form will be considered as ineligible if it reflects any of the following:

- Submission of more than one application form/duplicate application form
- Misrepresentation of any information in the application form
- Any content that has been copied or plagiarised from elsewhere and mentioned in the application form

If your Application form is found to be incomplete, your application might not be processed within the admissions cycle unless we receive the missing information as required. An application form will be considered as incomplete if it reflects any of the following:

- Invalid or illegible government ID or attachment of a non-government ID as proof of identity
- Discrepancy or mismatch between scores mentioned in attached mark sheet(s) and the manually entered scores in the application form
- Password protected mandatory attachments
- Illegible Class X mark sheet
- Illegible Class XII Final Board/Predicted mark sheet
- Illegible previous Undergraduate Degree records
- While digital mark sheet(s) issued via DigiLocker will be accepted, screenshots of unverified electronically generated results will render the application incomplete
- Illegible Undergraduate First Semester mark sheet if currently enrolled in the second semester

Personal and Contact Details

- Attach a valid government ID only. Incorrect/ineligible/invalid ID attachment will render your Application Form incomplete

For Indian Nationals:

- Income Tax PAN Card
- Valid Passport
- Driving License
- Voters Identity Card/Election Commission ID Card
- Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website
- Certificate of photo identity issued by Village Panchayat head or its equivalent authority (for rural areas)
- Caste and Domicile Certificate with photo issued by State Govt.
- Ration card (with photograph of the applicant)

For Foreign Nationals:

- Valid Passport
- Driver's License
- Birth Certificate (Photograph is optional)

- Attach a clear passport-size official photograph where your face is entirely visible. Do not attach photographs that are unofficial, informal, very small sized, not clearly visible and/or hazy, or photos that have other people in it apart from you:
 - Formal passport size photograph preferably on white background (goggles, caps etc. are not allowed)
 - Image formats – JPEG, PNG, JPG
 - Image size should not exceed 1 MB
 - The minimum dimensions are 350 pixels (width) x 350 pixels (height)
 - The maximum dimensions are 1000 pixels (width) x 1000 pixels (height)
- Make sure you enter the correct details and spellings at every point including your Date of Birth, Gender, Contact Details, Blood Group, Emergency Contact Details, etc. Information once submitted cannot be changed
- Make sure you select the correct drop-down option for relevant questions. If you do not find any option relevant for you in a particular field, choose 'Other' and fill in the details correctly
- If you are a resident of the state of Haryana, and hold a Haryana Domicile Certificate, please make sure that you select 'yes' and attach the Haryana Domicile Residence Certificate. In the absence of a Haryana Domicile Residence Certificate, if you have already submitted an application for it, please attach the receipt of your application
- Select the correct blood group from the drop-down options as the information once submitted cannot be changed

Parents/Guardians Details

- Make sure you enter the correct details and spellings of your Parent(s)/Guardian(s) at every point. Information once submitted cannot be changed
- Details of Parent/Guardian 2 are not mandatory but you are required to fill up these details if relevant. Please note that all the non-mandatory sections, if relevant to you are to be filled

Academics

- Enter the name of your school(s) correctly as seen in the official documents and website of the school(s)
- Attach valid and legible attachments
- Enter the names of the subjects and your marks correctly. There should not be any discrepancy between the marks mentioned in the supporting attachments and the marks manually entered by you in the Application Form
- The attachment for Class X is mandatory. If it is unavailable, attach an official letter issued by your school, listing your subjects and marks/grades
- Submit a scanned copy of your Class XII original mark sheet in the Class XII academic section
- If you are currently enrolled in your second semester for the Undergraduate Degree Programme elsewhere, you can apply with your first semester mark sheet, and submit your second semester mark sheet as and when it is published by your previous Institution

- Providing incorrect personal details in this section might render your application ineligible or incomplete
- Please indicate if you had Mathematics as a subject in Class XI and XII
- If relevant to you, please mention your academic achievements, projects undertaken, and other academic or co-curricular engagements in this section. You are required to attach collaterals (if available) to supplement your engagement and achievements
- Please closely observe the rules for this section as incorrect attachments/information might render your Application Form ineligible or incomplete

Standardized Tests

- If you have ACT, SAT, CUET score(s), we highly recommend that you share them with us as they will add to your application
- Our SAT DI code is 7343. Students who take the SAT should submit their scores by using the aforementioned code to designate Ashoka University as a recipient. Please note that the College Board does not charge additional fees to formally send SAT scores to Ashoka University. We accept SAT superscores but do not consider subject-specific SAT scores
- We do not accept ACT superscores
- If you have taken your CUET in a previous academic year, you can submit your scores and attach the official results.

Non-Academic Interests and Engagements

- It is mandatory for you to fill 3 non-academic activities/engagement/interests/achievements and list them in this section
- Your engagement with this section will greatly add to your Application Form so please prioritise your activities and areas of interest and engage with all the fields in this section
- You can choose to mention extracurricular activities, internships, leadership roles, awards, engagement with social causes, or any other form of engagement that will highlight your keen interest in areas outside of academics
- Attaching relevant certificates/collaterals is highly encouraged and will strongly add to your application
- If you have more than one certificate/collateral for a particular activity, please combine all your relevant certificates/collaterals and attach them as one file (preferably as a PDF file)
- Please attach scanned copies of the original certificates/collaterals and refrain from attaching scanned copies of photocopied documents
- You are encouraged to provide a link to your artwork, writing material, music, dance, blog, photography, portfolio, website, etc., or attach scanned copies/ pictures of your creative engagements
- If the activity mentioned by you is at a 'Practice/Personal' or 'School' level and you do not have any supporting document/link/collateral/photographs/certificates/etc., please upload a pdf word-document stating the non-availability of these
- This section has a mandatory question to list three books (with an option to add two more) which have had an impact on you. Please prioritise the books (preferably across genres) that you have read and engaged with

Essays

- The essay section of the Application Form is a mandatory section (with word limits) and needs to be answered by the applicant only
- Respond to all parts of each prompt in a thorough and detailed manner within the mentioned word limit
- Type out answers to the essay section first in a software (word document, notepad, etc.) which supports text instead of typing it out directly on the Application Form. This will ensure that you do not lose any text because of technical glitches or connectivity issues
- The aim of the essay section is to understand how you think and to get to know you beyond the scope of your academic and non-academic participation and performance. It is absolutely essential that you produce only original content to represent yourself. If your content is found to be plagiarised or copied from elsewhere, it will render your Application Form not-eligible

Letter of Recommendation

- The Letter of Recommendation is mandatory. It will add to your application and hence must be from someone with whom you have closely interacted in an academic or professional setting
- Recommendations from people who know you in a personal capacity (friend) or are related to you (family) will not be considered
- You are required to submit only one Letter of Recommendation as part of your Application Form
- You are required to fill in the details of your Recommender, after which the link to the Recommendation Form will be directly made available to your Recommender
- The Application Form can be submitted before the Recommender sends the Letter of Recommendation
- Please ensure that you have directly worked/studied with your Recommender in a professional/academic capacity
- Recommenders should send the Letter of Recommendation within 7 days after the submission deadline of the round in which your Application Form is submitted
- Deadlines for the Letter of Recommendation have been mentioned on the website
- Please note that your Recommender will not be able to upload and submit a Letter of Recommendation after the Letter of Recommendation deadline has passed. The Letter of Recommendation will not be accepted over email by the Ashoka University Office of Admission

Survey

- Please select the responses most relevant to you
- Please do not withhold any information that is relevant to you
- Please note that the information shared in this section will not affect your candidature

Course Preference

- The major you select in the application form will determine your credit transfer evaluation
- Please read the discipline-specific policies to ensure that you meet the criteria required for your preferred Major

Support at Ashoka

- You have the option to share other relevant information or details about yourself which has not been captured elsewhere in the Application Form
- Please fill out this section carefully and honestly, giving details as required and relevant in order for us to support you during the application and admissions processes
- Please note that the information shared in this section will be kept confidential
- If you are enrolled as a student of Ashoka University, please note that there are support systems/offices/centres available on campus to support you during the course of your programme