

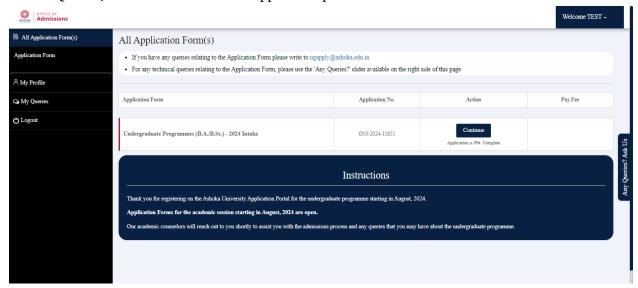
# Guide to Filling the Undergraduate Application Form (2024)

The following document contains a step-by-step walkthrough of the Application Form. For more details on each section, you may check the Instruction Manual on filling out your application form. Upon successful registration, you will receive an email to verify your email address. You will then receive a username and password to log in to the application portal. The application form has fourteen sections, including the "Admissions Policies", "General Instructions", and "Declaration" sections.

Although you will be required to complete a particular section by pressing "Next" and move on to the next section, you may always return to previously completed sections through the navigation bar at the top. The "Save & Exit" saves the information entered and returns to the "All Application Form(s)" screen. You may click "Save & Exit" in case you wish to gather any information or documents before completing your application.

In case of any queries, while filling out the application, you may check for the following

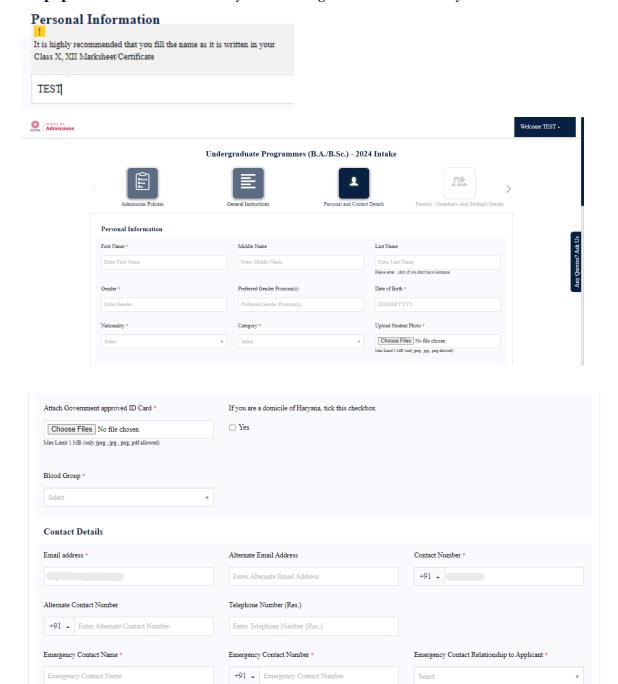
- **a. Mandatory/ Optional indication**: The red star (\*) next to any textbox is an indication of a mandatory section. If a text box does not have the red star, you may choose to write information that is applicable to you.
- **b. Information boxes**: You will be able to see additional clarifications about the information required through **pop-over boxes** over certain sections. You may also be able to access details through an information button (i) containing further information wherever applicable.
- **c. General Application Queries (Non-technical)**: In case of any case-specific queries that you believe are not answered by the above information boxes, you may write to ugapply@ashoka.edu.in and our representative will get in touch with you.
- **d.** "Any Queries? Ask us" (Technical): In case of any application errors or glitches with your application, you may raise a query through the section available at the bottom right of the page. In this case, your query will be responded to through the application portal itself (through the "My Queries) section on the left of the application portal.



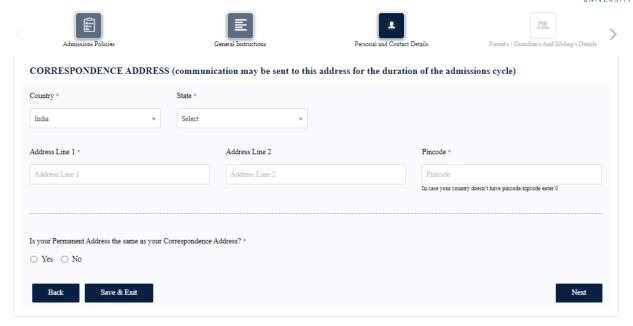


# Personal and Contact Details

You may begin filling in your personal and contact details in the section below. Note that the format for each textbox is clearly stated. For example, if you hover your cursor over the First name section, you see this **pop-over box** which will assist you in entering information accurately:

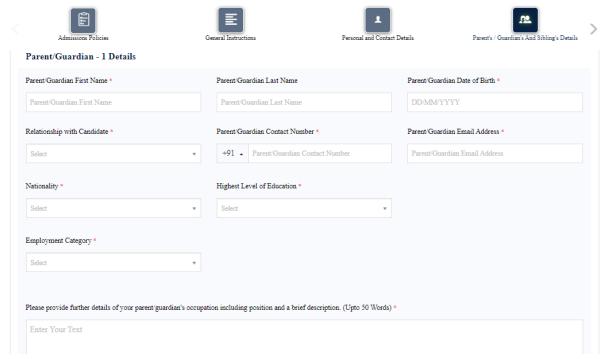




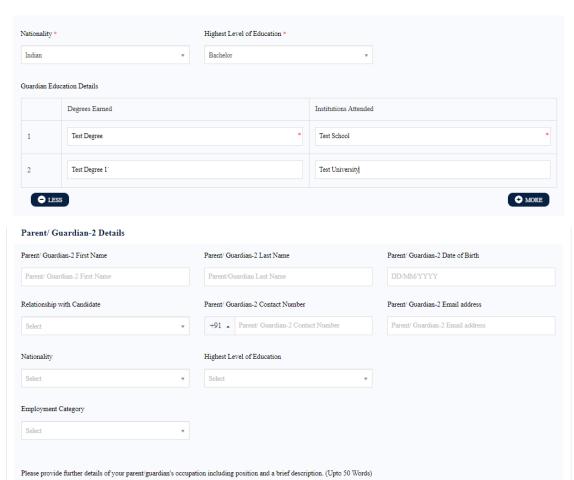


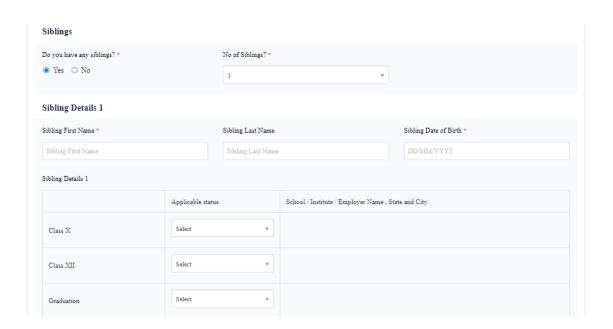
# Parents/Guardians and Siblings Details

- Make sure you enter the correct details and spellings of your Parent/Guardian/Sibling at every point. Information once submitted cannot be changed.
- Although details of Parent/Guardian 2 are not mandatory, you are required to fill up these details if relevant. Please fill all non-mandatory sections if relevant to you.
- Make sure to click on the +More button to add more educational details and save the previous details.









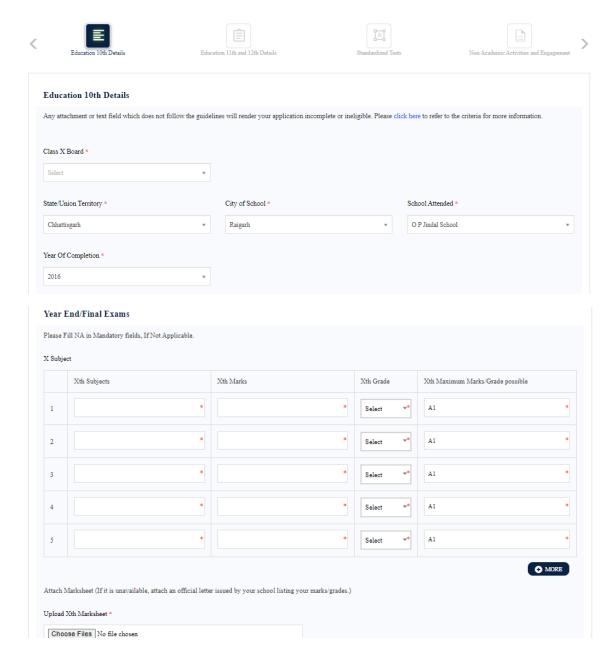
Enter Your Text



## **Education 10th Details**

Once you enter your class X board and State/Union Territory, the textbox for "city of school" and "school attended" will be enabled. You may then enter your "Year of Completion" and enter your subjects and scores accordingly.

**Note**: 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.

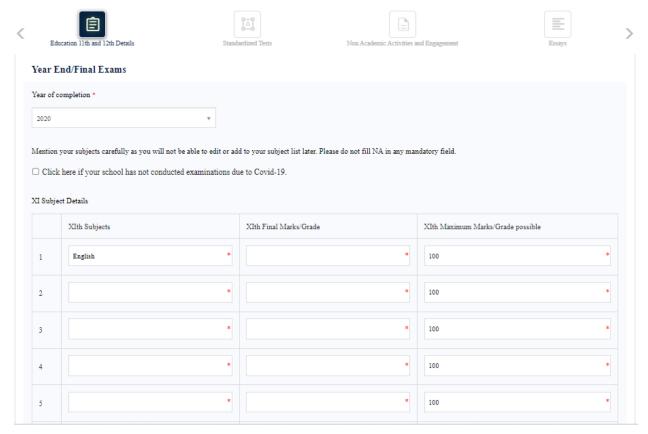




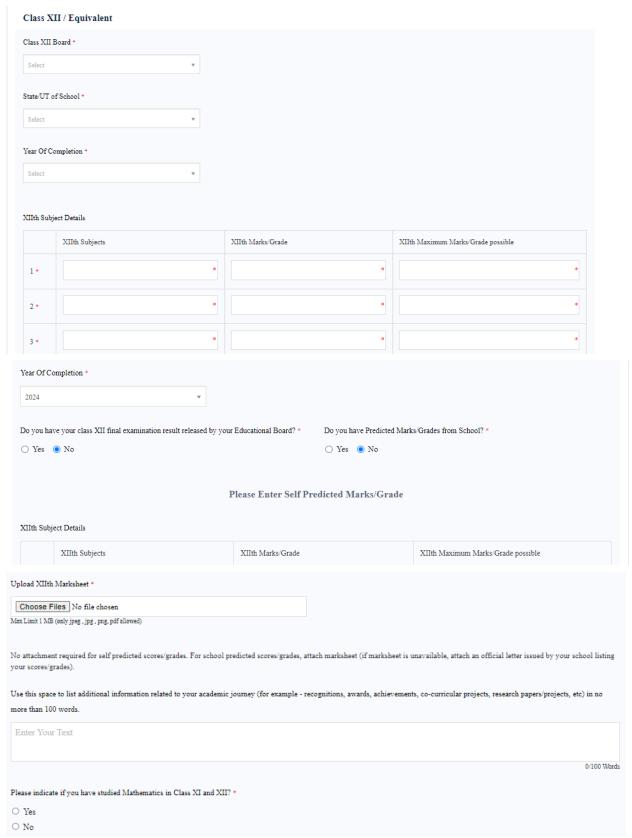
### Education 11th and 12th Details

- If you do not have your Class XI mark sheet, please attach a letter issued by your school, listing your subjects and marks/grades.
- If your Class XII final mark sheet is available at the time of submitting the Application Form, a scanned copy of the original mark sheet must be attached in this section.
- If a candidate is enrolled in the IB programme, they must mention their extended essay / TOK topic and attach a brief write-up of the topic.
- Students enrolled under the Cambridge (A Levels) and IB programmes are required to fill in the details of their school counsellors in the Class XII academic section for them to submit the school's predicted marks/grades.
- If you are enrolled in the IB Programme and have fewer than 5 core subjects, you may enter "NA NA" in the remaining mandatory textboxes if the box does not accept one word.
- Please indicate if you have/had Mathematics as a subject in Class XI and XII and intend to take or have already taken the Class XII Mathematics Examination.
- 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

**Incomplete / Ineligible warning:** Attach valid and legible attachments. Providing incorrect/personal details in this section might render your application ineligible or incomplete. Please closely observe the rules for this section as incorrect attachments/information might render your Application Form ineligible or incomplete.



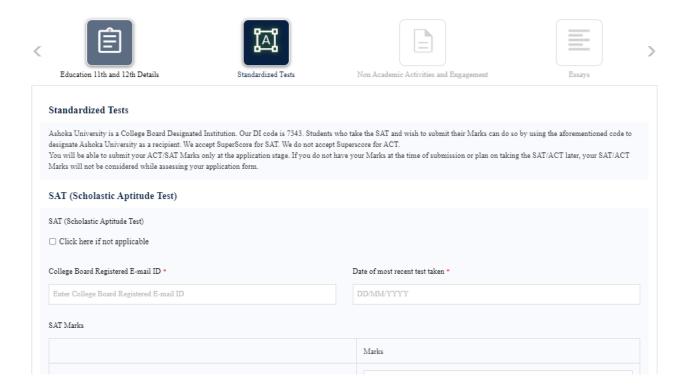




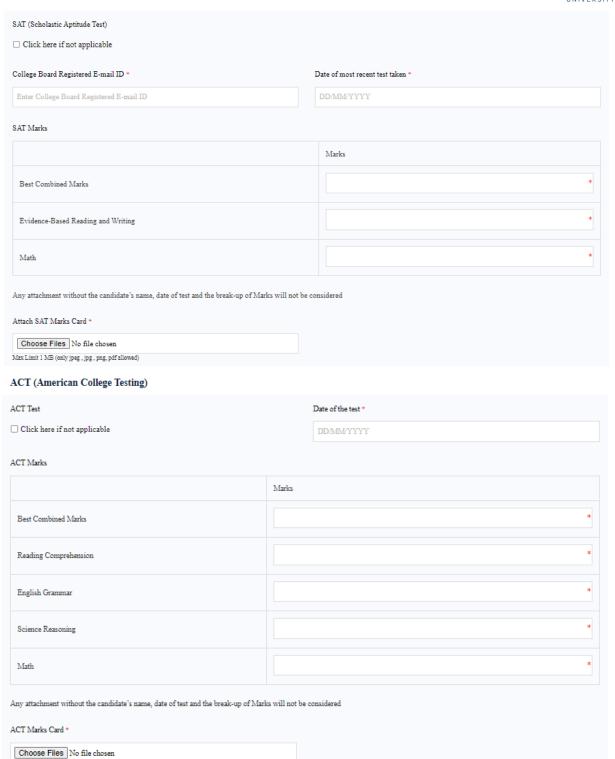


### Standardized Tests

- 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 super scores but do not consider subject-specific SAT scores.
- We do not accept ACT super scores.
- If you have already taken your CUET in a previous academic year, you can submit your scores and attach the official results. If you are considering or intending to take the CUET or are awaiting your scores, you may express that and the Admissions Committee will send you a link should they require you to submit your CUET scores at a later date.

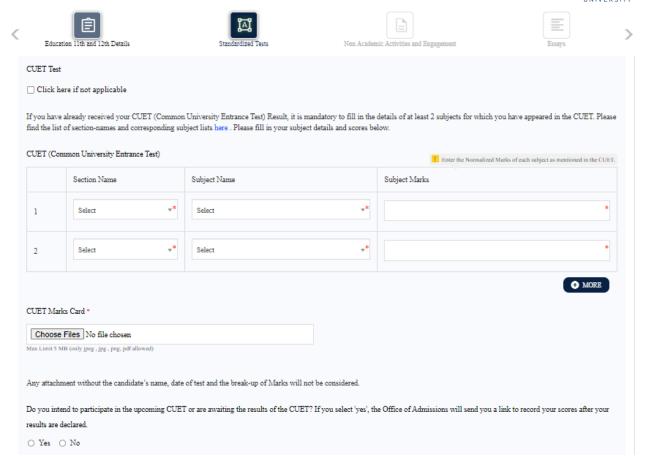






Max Limit 5 MB (only jpeg , jpg , png, pdf allowed)

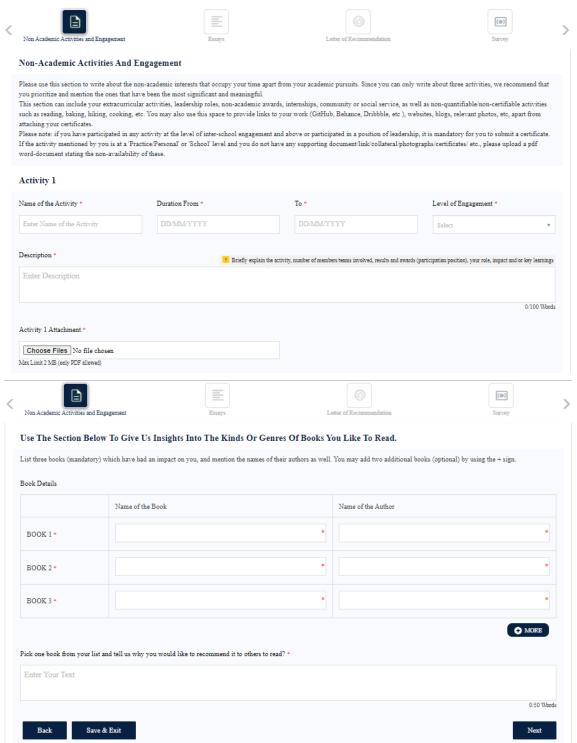




# Non-Academic Activities and Engagement

- 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
  Form. 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)
- This section has a mandatory question to list three books (with an option to add two more) that have had
  an impact on you and to write about one book that you would recommend others to read. Please address
  this question thoughtfully and prioritise the books (preferably across genres) that you have read and
  engaged with in detail.

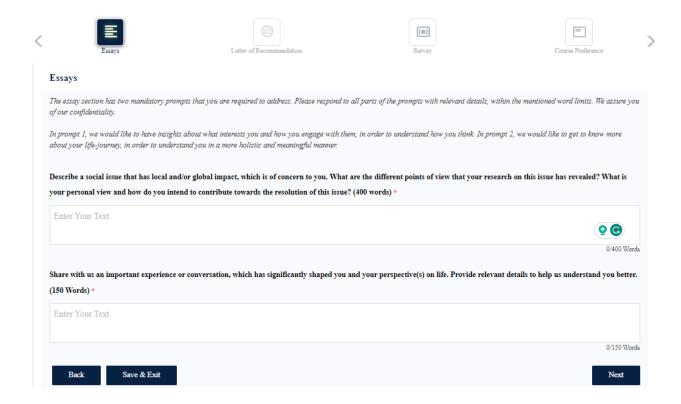






### **Essays**

- 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.) that 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 highly recommended but not 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. Detailed Instructions can be found in the application form itself.



#### Undergraduate Programmes (B.A./B.Sc.) - 2024 Intake





#### Letter Of Recommendation

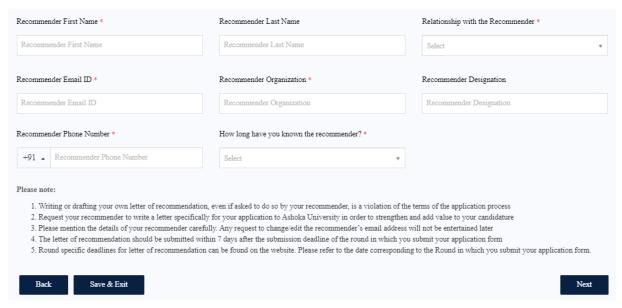
Would you like to provide a letter of recommendation from a recommender who can speak to your qualifications and character as part of your application? (the letter of recommendation is optional but highly recommended.) \*

Yes ○ No

Since you intend to submit a letter of recommendation, below are the steps and details for you to follow to ensure that your letter of recommendation is successfully submitted and eligible for evaluation:

- Step 1: Registering your Recommender
  - 1. The letter of recommendation should be from someone who has interacted with you in an academic or professional capacity. The letter cannot be written by your family member, friend or relative
  - Ensure that your recommender has agreed to submit a letter of recommendation toward your candidature before you fill in their details
  - 3. Go to the 'Recommender Details' tab and fill in the details of your recommender
  - 4. You can submit only one letter of recommendation
  - 5. Enter the Recommender's personal and contact details carefully and completely without errors so that your Recommender receives the link and instructions in a timely manner. A

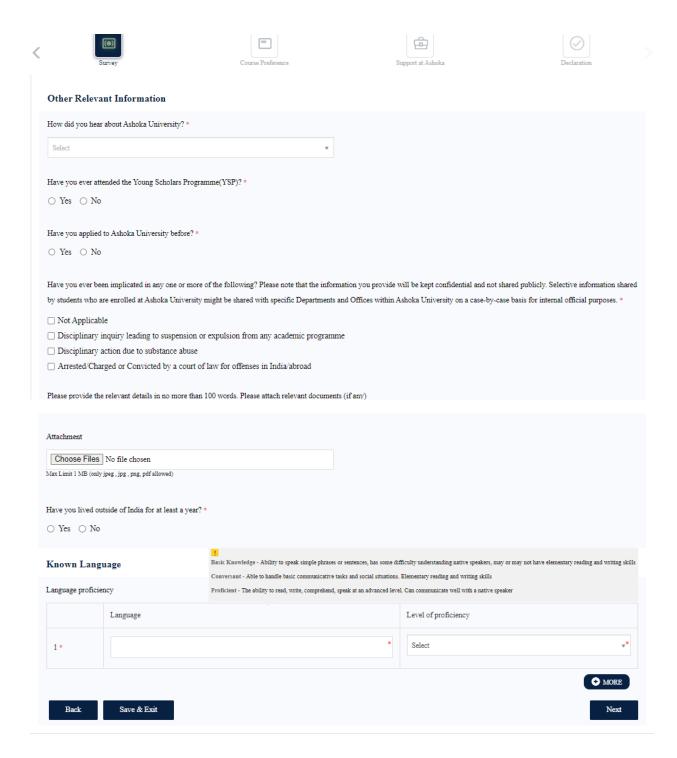
#### Recommender Details





#### Survey

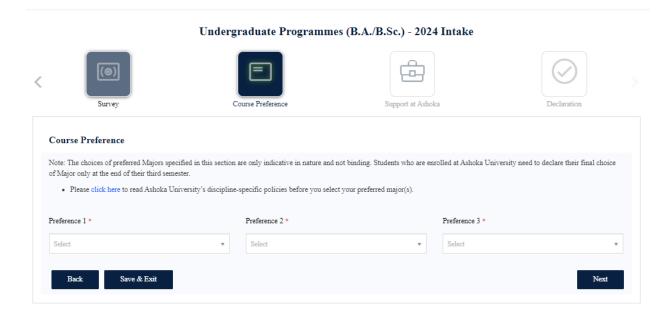
You may select the responses most relevant to you. Do not withhold any information that is relevant to you. Please note that the information shared in this section will not affect your candidature





## **Course Preference**

- The preferred Major(s) in this section are only indicative in nature and for the Office of Admissions to make note of during the admissions process. These are not binding in any way since students at Ashoka University are only required to declare their Major at the end of their third semester
- Please read the discipline-specific policies to ensure that you meet the criteria required for your preferred Major(s) which is linked <a href="here">here</a>.



# 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 not affect your candidature
- 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











#### Support At Ashoka

Are you dealing with one or more of the following or support you during your study at Ashoka University.	•	nic or student life and require special assistance? Ple	ease fill in the details thoroughly to help us
☐ Not Applicable			
☐ English Language Assistance			
☐ Disability (Visual, Hearing, Locomotor, Speed	:h/Language, etc)		
☐ Cognitive/Learning Disability	0 0. /		
□ Physical Health			
☐ Mental Health			
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	ttention		
If applicable, please attach relevant documents such	as psycho-educational assessments or cer	tificates, prescription from medical professionals, e	tc.
Here are the details of the centres on campus to assis publicly. Selective information shared by students we basis for internal official purposes.			_
Please provide the relevant details in no more than 1	00 words. Please attach relevant documer	nts (if any).	
Enter Your Text			
			0/100 Words
			0/100 Wolds
Survey	Course Preference	Support at Ashoka	Declaration
Based on the information shared by you in the previo		·	-
☐ Not Applicable			
☐ Compensatory/Extra time for persons with ph	ysical/learning disabilities/impairments	s, etc.	
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	d English language support		
☐ Scribe for persons with physical/learning disa	bilities/impairments, etc.		
Other (Please specify)			
Please use the space below to share relevant infor might have led to educational, social or economic application	-	-	
Please provide the relevant details in no more than 1	00 words.		
Enter Your Text			
			0/100 Words
Attach Document			
Choose Files No file chosen			
Max Limit 1 MB (only jpeg , jpg , png, pdf allowed)			



## Declaration

Once you have completed all the above sections in your application, we highly recommend reviewing the contents filled so you can ensure that all the sections are filled correctly and the documents uploaded are accurate, applicable, and legible. After completing a full review of the application, you may proceed with the declaration and submission of your application.

