Department of Higher Education
Unified University and College Management System (UUCMS)
Admission Module
FAQs- Students

Registration

1. How do I register to UUCMS?
   Please click on the "Student" radio button in the Login screen and then click on the link "New Users? Register here"

2. Why should I register to UUCMS?
   Once you complete your registration with UUCMS, you will be able to apply online (from the comfort of your home) to any University, programs, colleges, disciplines all as one registered Candidate and will not have to submit multiple applications to multiple colleges by going physically to each college.

3. I am an Indian Resident. What details do I need to keep ready before registering?
   Please keep the below information ready before registering
   PU Registration Number & Year of Completion is enough (if you have completed 12th with Karnataka PU Board)
   Otherwise:
   1. Candidate Name
   2. Gender
   3. Father's / Mother's / Guardian's Name
   4. Aadhaar Number
   5. Date of Birth
   6. Mobile Number
   7. Email Address
   8. Permanent / Current postal Address
   9. Father's / Mother's / Guardian's Mobile Number
   10. RD Numbers of Caste / Income / Kalyana Karnataka Certificate (if applicable)
   11. Document /Document Numbers wherever applicable for Special Categories / Quota for
       - Rural
       - Kannada Medium
       - Kashmiri Migrants
       - Defence Personnel Quota
       - Political Sufferers
       - Children of Sexually Exploited / HIV Infected /Devadasi
       - Children of Freedom Fighters
       - Persons with Disability (DIVYANG)
       - Gadinadu / Horanadu Kannadiga
       - Sports Quota
       - NCC Quota
       - NSS Quota
       - Literary and Cultural Activities
       - Children of Farmers who have committed suicide
       - Destitute Women
       - Displaced Citizen (Nirashrutharu)
       - Scouts and Guides
       - University Teaching Employee
       - University Non-Teaching Employee
   12. SSLC / equivalent education details
       - 10th Board Name
       - Registration Number
       - Grading System
       - Marks / CGPA
   13. PUC / equivalent education details (If not form Karnataka PU Board)
       - Registration Number
       - Country of Study
       - Board Name
       - Institution Name
       - College Code
       - Grading System
       - Year of Admission & Completion
       - Marks / Grades for each subject

4. I am a non-Indian Resident. What details do I need to keep ready before registering?

   Please keep the below information ready before registering

   1. Passport Number
   2. Date of Birth (as per Passport)
   3. Mobile Number
   4. Email Address
   5. Permanent / Current postal Address (Permanent Address can be outside India, but current address has to be within India)
   6. Father's / Mother's / Guardian's Mobile Number
   7. 10th std/SSLC / equivalent education details
      - 10th Board Name
      - Registration Number
      - Grading System
      - Marks / CGPA
   8. 12th/PUC / equivalent education details
      - Registration Number
      - Country of Study
      - Board Name
      - Institution Name
      - College Code
      - Grading System
      - Year of Admission & Completion
      - Marks / Grades for each subject

5. What documents do I need to keep ready before registering on UUCMS?

   Please keep scanned copy of the below documents ready (**if applicable to you**)

   a. Passport (only for non-Indian Residents)
   b. Caste Certificate (If RD number not fetch)
   c. Income Certificate (If RD number not fetch)
   d. Kalyana Karnataka Certificate (If RD number not fetch)
   e. Rural
   f. Kannada Medium
   g. Kashmiri Migrants
   h. Defense Personnel Quota
   i. Political Sufferers
   j. Children of Sexually Exploited / HIV Infected / Devadasi
   k. Children of Freedom Fighters
   l. Persons with Disability (DIVYANG)
   m.
   n. Gadinadu / Horanadu Kannadiga
   o. Sports Quota
   p. NCC Quota
   q. NSS Quota
   r. Literary and Cultural Activities
   s. Children of Farmers who have committed suicide
   t. Destitute Women
   u. Displaced Citizen (Nirashrutharu)
   v. Scouts and Guides
   w. University Teaching Employee certificate
   x. University Non-Teaching Employee certificate
   y. SSLC / equivalent Marks Card
   z. PUC / equivalent Marks Card (If non PUC)

Personal Details

6. I have not completed my 12th from Karnataka PU Board. Will I be able to fetch details from my state / central / foreign board?

   Fetching is only allowed for candidates who have completed their 12th from Karnataka PU Board. All other candidates can skip the entry of "Karnataka PU Registration Number" and "Year of Completion" and can enter their Personal Details manually.

7. What is the format for PU Registration Number and Year of Completion while fetching?

   PU Registration Number only allows numerical digits and Year of completion should have the format MMMYYYY (without any spaces)

where ;MMM = month in 3 characters (for example Mar, Apr, Jul, Sep, etc)
YYYY = 4-digit year of completion

8. I am unable to fetch my details using PU Registration Number. What should I do?
   Please enter your Personal details manually in case the Fetch from PU system fails.

9. I am a non-Indian Resident. Can I enter my foreign Mobile Number in the "Primary Mobile Number" field?
   No. Please only enter Indian Mobile Numbers since there would be an OTP sent to the Primary Mobile Number upon completion of Personal Details section of registration and all future communication would be sent via SMS to the Indian Mobile Number.

10. The name on my Aadhaar Card is different from the name in my SSLC Marks Card. Is it mandatory to enter Name as in Aadhaar only?
    In case your Name in Aadhaar is different from that in SSLC Marks Card, please go ahead and change the Aadhaar Card Name to match your SSLC Marks Card Name, or change your SSLC Marks Card to match your name in Aadhaar Card.

11. I am a non-Indian Resident, but my passport's validity has expired. Can I still enter the Passport Number?
    Please renew your Passport or only enter valid Passport Number.

12. I do not have an Aadhaar Number. What should I do?
    Aadhaar Number is a mandatory field. In case you do not have Aadhaar Number, please apply for Aadhaar and register on UUCMS once you have your Aadhaar Number.
    Note: Acknowledgement Number will not be accepted.

13. I am unable to enter my Date of Birth. What should I do?
    Manually entering your Date of Birth is not allowed. Please select the Year, Month and Day from the dropdowns shown under the Date of Birth field and the value will get populated automatically.

14. I am getting an error message: "Enter Valid Email ID". What should I do?
    Please only enter a valid Email Address which has "@" in the middle, followed by a few characters, followed by at least one ".", followed by a few characters (for example abcd@test.co.in)

15. I am from Karnataka. What address details should I enter?
    Candidates from Karnataka should enter their Permanent / Current postal Address (including city) in the "Address" field, select State as "Karnataka", select district, taluk and enter the Pincode.

16. I am from outside Karnataka (within India). What address details should I enter?
    Candidates from outside Karnataka (within India) should enter their Permanent / Current postal Address (including city) in the “Address” field, select State and enter the Pincode.

17. I am from outside India. What address details should I enter?
    Candidates from outside India should enter their Permanent Postal Address (including city, state, country) in the “Address” field and enter the Zipcode.
    Candidates from outside India should enter their Current Postal Address (including city, state – within India) in the “Address” field and enter the Pincode in the “Zipcode” field.

18. I have not received an OTP. What should I do?
    - Make sure you have access to the Mobile Number entered in the “Primary Mobile Number” field.
    - Wait for a few minutes to receive the OTP since SMS delivery is also dependent on network service provider.
    - If you still have not received, click on “Resend OTP” to generate a new OTP and send it to your Primary Mobile Number

19. How many times can I resend the OTP to my Mobile Number?
    There is no limit to the number of times you can generate / resend the OTP.

20. I do not have access to the Primary Mobile Number that I had entered. What should I do?
    Make sure you have access to the Mobile Number entered in the “Primary Mobile Number” field since OTP can only be sent to the Primary Mobile Number.

21. I am entering a valid OTP. But, system throws an error “Invalid / Expired OTP”. What should I do?
    - If you have generated OTP multiple times, make sure to enter the latest OTP received on your Mobile Number
    - Validity of OTP is only until 3 minutes. In case more than 3 minutes have elapsed since you clicked on “Generate OTP” or “Resend OTP”, the OTP would have expired. Please click on “Resend OTP” to generate a new OTP and enter the OTP before it expires.

22. Although I am entering a valid password, an error message is shown: “Password is invalid. Please follow Password rules”. What should I do?
    Please make sure that
    - there should be at least one Capital letter
    - there should be at least one Number/Digit
    - there should be at least one Special Character (!, @, # or $ are allowed)
    - the Password should have a minimum length of 8 characters and maximum length of 15 characters

23. I was able to get my Username / Candidate ID. But was not able to get an OTP on my Mobile and set my password. How should I proceed?
    If your Username has been generated (received as Candidate ID via email / SMS), but you have not be able to set your password, perform the below activities
    - Go to the login page of UUCMS
    - Click on "Forgot Password"
    - Follow the instructions on the screen to Generate OTP and set your new password
    - Login with your new password
    - Go to the Profile Management section on the top right of your welcome page and click on "Registration Details" and edit / complete your registration process.

24. I was unable to complete my registration process. Would I be able to retrieve the details that I had entered earlier to continue my registration process?
    If you have completed the "Personal Details" section of the registration process, a candidate ID, which would act as your Username and you would have also set your password for that username. Please login to UUCMS using the Candidate ID and password, go to the Profile Management section on the top-right corner of your welcome page and click on "Registration Details" to edit / complete your registration process.
    Details that were completely entered in each page after clicking on "Save and Continue" will only be available to edit. In case you have not clicked on "Save and Continue" on any tab after entering the details, those details will not be available and would need to be entered again.

Photo and Signature

25. What formats and size limits are allowed when uploading my photo and signature?
    - JPG, PNG and JPEG formats are allowed to be uploaded. Please make sure that the extensions of the files that you upload also have the same.
    - Size Limit for each image file is 200 KB

Category / Special Category / Quota Details

26. What details do I need to enter in the Document Number field for Caste / Income Certificate?
    The Document Number to be entered should begin with "RD" followed by 13 digits issued by Nadakacheri / AJSK (Atalji Jana Snehi Kendra)

27. I have only one certificate for both Caste and Income. What should I do?
    Enter the same Document Number to beginning with "RD" followed by 13 digits issued by Nadakacheri / AJSK (Atalji Jana Snehi Kendra) for both the Caste & Income Certificates.

28. Although I am entering a valid RD Number for my Caste / Income Certificate, I get the error message "Invalid RD Number. Please enter a valid number". What should I do?
    - In case you are not able to get a successful validation upon verification, you might be entering an incorrect RD Number or your certificate identified by the RD Number you entered might have expired. Please enter a correct RD number that has not expired.

- In case your RD Number is valid, i.e., not expired, but you still receive the error message, the AJSK system might be malfunctioning. In such a scenario, upload a scanned copy of your Caste / Income certificate in PDF format (within a size limit of 200 KB)

29. I do not have an "RD Number" on my Caste / Income / Kalyana Karnataka Certificate. What should I do?
    Candidates who have an old document which does not have an RD Number need to apply for a certificate with AJSK, get an RD Numbered document and enter the same and verify it.
    OR
    Upload a scanned copy of the old document (subject to acceptance from the college / university)

30. There is no "Verify" button for many special categories. What should I do?
    Online verification for certificates are only available for those issued by AJSK. For all other documents / certificates, please enter the document number and upload the document in PDF format (within a size limit of 200 KB)

31. I am unable to upload my certificate after verification is completed successfully. What should I do?
    Any document that has already been verified with AJSK (Caste / Income / Kalyana Karnataka certificates) need not be uploaded. The upload functionality is only an alternative approach in case verification fails.

32. There is no document number at all shown on my certificate. What value should I enter for "Document Number"?
    Please enter "NA" for document number. However, please upload a scanned copy of the document in PDF format (within a size limit of 200 KB)

Previous Education Details

33. I am unable to see my 10th Board in the dropdown. What should I do?
    Please contact the UUCMS helpdesk regarding this. We will consult with the appropriate team and get it added (if it is a genuine board name)
34. I am able to see CGPA field as well as Marks related fields. Which one should I enter the value in?
    Please select the grading system from the dropdown. If "Absolute Percentage" is selected, you will have to enter the Total Maximum Marks and Total Obtained Marks and system will calculate the Overall Percentage. If "CGPA" is selected, you will have to enter the actual CGPA (in decimal value) manually.

35. I have not completed my 12th from Karnataka PU Board. Will I be able to fetch my marks from my state / central / foreign board?

Fetching of marks directly from the external system is only available for the Karnataka Pre-University Board. You will need to enter the marks / grade points manually for all other state, central and foreign boards.

36. I am unable to fetch my marks using PU Registration Number. What should I do?
    In case the PU Registration Number entered is invalid / incorrect, or fetch from PU system fails, you will need to enter the details of your Institution Name, College Code, marks manually and upload a scanned copy of PU marks card.

37. What is Other PU Equivalent? What details do I need to enter there?
    If you have completed your 12th standard from
    - board outside Karnataka
    - Central board
    - Foreign board
    - Diploma, ITI, JOC
    - Sahitya, Prak Shastri

    it considered as being equivalent to PU. You will have to enter the details manually for Country of Study, Board Name, Institution Name, College Code, Grading System, Year of Admission & Completion, Marks / Grades for each subject.

38. What is "PU Equivalent Course Type"?
    This refers to the board name of the non-Karnataka State, board name for Central board, Diploma, ITI, JOC, Sahitya & Prak Shastri

39. I am unable to see my 12th Board in the dropdown "PU Equivalent Course Type". What should I do?
    Please contact the UUCMS helpdesk regarding this. We will consult with the appropriate team and get it added (if it is a genuine board name)

40. While entering grades for my 12th subjects (Grading System: CGPA) what does "Grade Obtained" and "Grade Points" mean?
    Grade Obtained refers to the alphabetical grade that you have procured (for example A+, A, B, etc) and Grade Points refer to the numerical value of the grade points obtained for that subject (for example 9.5, 8.5 ,7.8, etc) in decimal value.

Previous Education Details – UG

41. In Previous Education Details – UG tab, what does "Within UUCMS" and "Outside UUCMS" mean in the "Under-Graduate" dropdown?
    All candidates should currently choose "Outside UUCMS" itself. UUCMS has been in existence for one year now and "Within UUCMS" if for those candidates who have completed their UG

and obtained a degree from UUCMS and as there is no one who has completed their entire degree in UUCMS yet, everyone should choose "Outside UUCMS"

42. What does UG Equivalent Course mean?
    UG Equivalent Course refers to the name of the course / program that you have completed when you studied UG. (For example Bachelor of Arts, Bachelor of Science, Bachelor of Engineering, etc)

43. I am unable to see the Name of the University where I completed my UG, in the dropdown. What should I do?
    In case you have completed your UG from a University outside Karnataka, please select the appropriate state in the "State of UG Degree" dropdown and enter the name of the University manually.
    In case you have completed your UG from a university within Karnataka and still are not able to see the name of the University, please contact the UUCMS helpdesk regarding this. We will consult with the appropriate team and get it added (if it is a genuine board name)

44. I am unable to see the Name of the Institution where I completed my UG, in the dropdown. What should I do?
    In case you have completed your UG from a college outside Karnataka, please select the appropriate state in the "State of UG Degree" dropdown and enter the name of the college manually.
    In case you have completed your UG from a college within Karnataka and still are not able to see the name of the college, please contact the UUCMS helpdesk regarding this. We will consult with the appropriate team and get it added (if it is a genuine board name)

45. I am unable to see any values in the dropdown for Subject 1, Subject 2, Subject 3. What should I do?
    Please select the "UG Equivalent Course" from the dropdown and on the basis of the program chosen, the values in the Subject 1, Subject 2, Subject 3 fields will be available for selection from the dropdowns.

Login

46. How should I login to UUCMS after completing my registration?
    Select "Student" radio button in the login page and enter your Username and Password.
    - If you are a candidate who has registered, upon completion your registration process, a Candidate ID gets generated by the system which will act as your username. The password that was set by you during your registration would need to be used as Password to login.
    - If you are a student who has already received your Registration Number, please use your 12 character Registration Number as your username and your Date of Birth in 'DD-MM-YYYY' (hyphens included) format as your password.

Note: DD = day, MM = Month in 2-digits, YYYY = Year in 4 digits.
In case you are unable to login using your Date of Birth as password, please contact your college who can then reset your Password to a default value using which you can login and then change your password.

47. I have forgotten my Username. How should I proceed with logging in?
    As soon as you complete your "Personal Details" section in the registration process, a Candidate ID gets generated by the system and you will receive the same on your registered Mobile Number as well as Email Address. Please refer to the same to get your Username (same as Candidate ID).

    In case you have not received the email / SMS, click on the "Forgot Username", follow the instructions provided in the screen to retrieve your Username by entering your Mobile Number (for Indian candidates) or Email Address (for non-Indian candidates)

48. I have forgotten my Password. How should I proceed with logging in?
    As soon as you complete your "Personal Details" section in the registration process, a Candidate ID gets generated and you would have set your own Password by entering the values in the "Password" and "Confirm Password"

    In case you have forgotten your password, click on the "Forgot Password", follow the instructions provided in the screen to retrieve your Username by entering your Mobile Number (for Indian candidates) or Email Address (for non-Indian candidates) and set a new Password for your login.

49. Are there any restrictions on the number attempted logins with incorrect credentials?
    There is no such restriction on the number of attempted logins with incorrect credentials and the system will not lock your user account. However, it is advised not to enter incorrect credentials multiple times, please contact your College / UUCMS helpdesk for assistance.

50. I have been automatically logged-out of UUCMS. Why is this happening?
    If there is any inactivity after login for a certain period of time, the system auto logs-out the user. Please do not panic / worry since all data that was saved in UUCMS will still be available once you log-in to UUCMS again.

Profile Management

51. What is Profile Management. Where can I see it?
    You will be able to manage your registered Profile by going to the top right corner as shown below

52. What activities can I perform under Profile Management?

    You will have the ability to

    - Change Password
    - Update Registration Details
    - Logout

Change Password

53. How do I change my Password after logging in to UUCMS?

    You can go to your profile, click on the "Change Password" link under it and then enter your Current Password, enter New Password and Confirm New Password and click on "Submit". Your password will be changed and you will be logged-out of UUCMS. You will then have to login with your new Password.

Registration Details

54. What is "Registration Details"? What can I do in this screen?

    The "Registration Details" page allows you to re-visit all the details entered by you during your registration and allows you to edit certain field values. Please note that fields which are not allowed to be changed will be read-only.

Application Submission

Student Corner

55. What is Student Corner?

    Student Corner allows you to view the total number of seats for a particular University, College, Program Level, Program Name and Discipline.

56. I am not able to see values in the dropdowns for College / PG Centre Name, Program Level, Program Name and Discipline?

    If you select the University Name, the College Name dropdown will get populated
    If you select the Program Level, the Program Name dropdown will get populated
    If you select the Program Name, the Discipline dropdown will get populated.

57. I have selected the College / PG Centre Name, Program Level and Program Name, but the Discipline dropdown is not showing any values?

    Only those disciplines for which the College has been provided permission to conduct admissions would be shown in the dropdown. Please contact the College of your choice for more details.

Create Application

58. I am unable to see any values in the Program Name dropdown. What should I do?

    Program Names are shown only after you choose the Program Level and University to which you wish to apply. In case you cannot see any Program Names even after selecting the Program Level and University, please contact the chosen University.

Note: You can create only one application per University & Program Name. However, you can apply to multiple colleges under that University and for that program in one application only.

59. What is View Available Seats?
    This allows the candidate to see the total number of seats that a particular college has been given permission to admit students for that Program Name and Discipline.

60. Does the number of seats shown in the popup show the currently available number of seats or the total number of seats?
    No. This only shows the total number of seats for that College, Program Name, Discipline and does not show the currently available un-allotted number of seats, i.e., this is not live data.

61. How can I enter my choices of College, Discipline 1 and Discipline 2?
    Click on the "+ Add More" button to add at least one row to the options list, select the appropriate College, Discipline 1, Discipline 2, Language 1 and Language 2 and enter the appropriate priority for that option.
62. How many rows can I add in the list of options / priorities that I give for colleges / disciplines / languages?
    There is no limit to the number of rows that you can add as options. But, the same 2 disciplines or the same priority value cannot be repeated for 2 rows.

63. How do I edit the details of my application if I see that there is some correction to be done in "Preview and Submit" tab?
    In case you wish to change the Priority Selection and Submission details, please click on the previous tab and make changes. In case you wish to change your Registration Details, please go to the Profile Management section on the top-right corner of the page and click on "Registration Details" to edit your registration details and then create another application and enter your priority details again and move ahead to "Preview and Submit" to see the updated details.

64. Will I be able to edit the details of my application after I have submitted it?
    No. There will be no changes allowed after the submission of your application. Please make sure that you review all details in the "Preview and Submit" tab before checking the declaration box and submitting your application.

View Existing Application Details

65. What are the next steps after I submit my application?
    Colleges to which you have applied for will invite you on a particular date for Document Verification. You will need to carry the original documents to the College to get your documents verified. Upon successful verification of your documents, you will need to pay fees either Online / Offline.

66. My application has been submitted to colleges. However, there are no updates on my application. What should I do?
    Please contact the colleges to which you have applied since any update on your application's priority selection details status can be performed by the college themselves.

67. My document verification is not successful and has been rejected. What should I do?
    Please wait for the Document Verification to be done by other colleges that you have applied for in your priority selection and submission step.
    In case your documents have been rejected by all colleges which you had opted for, then you will need to submit a fresh application again to proceed further.

68. What does "Online" and "Offline" fee payment mean?
    In case of Online payment, the entire amount of fees that has been setup by the University and College combined will be collected in one go by means of online payment gateway.
    In case of Offline payment, the candidate will have to go the College, pay the fees as instructed by them and enter the details of the challan and upload a scanned copy of the challan.

69. What payment methods will I have in case of "Online"?
    You will be able to use Debit Card, Credit Card, Netbanking, UPI as well as wallets to make payment of fees.

70. Will I be able to pay fees partially while paying online?
    No. There is no provision to pay fees partially online and the entire amount needs to be paid in one go.