



SRI VENKATESWARA UNIVERSITY : : TIRUPATI

DIRECTORATE OF DISTANCE EDUCATION

INSTRUCTIONS FOR FILLING UP OF ONLINE ADMISSION APPLICATION

1. Please read the prospectus carefully before filling up of the online admission application.
2. Student had to choose nodal centre for online application.
3. Enter your mobile number and note that this number will be the registered mobile number of the student and further communication will be sent to this number only.
4. Upload all the relevant documents as per the size specified, such as Photo, Signature of the student, Aadhar card, certificates etc.,
5. After filling up of all the details, students can pay the prescribed fee through online process.
6. After payment of the prescribed fee, the students are informed to download the filled in application form and send the same to the following address, along with the necessary documents, viz., Aadhar Card, SSC marks statement, Intermediate Certificate / Degree Certificate and any other relevant documents.

THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
S.V. UNIVERSITY
TIRUPATI – 517 502
CHITTOOR (DIST.)
ANDHRA PRADESH.

7. After processing the admission application submitted by the student, the admission number will be intimated to the student's registered mobile number.

SERVICE CHARGES APPLICABLE FOR ONLINE PAYMENT

Mode of Collection of Fee	Charges (Taxes Extra)
Net Banking (Same Bank)	Rs 10/- per transaction amount
Net Banking (Other Bank)	Rs 20/- per transaction amount
Debit card (Rupay Card)	No Charges
Other Bank Debit card (Rupay Card)	0.90% on transaction amount
Credit Card	1.20% on transaction amount
UPI	No Charges

- Transaction fee charges would not be refunded/ reversed under any circumstances for any refund/ reversal /chargeback and any other reasons.
- Transaction fees charged would be borne by cardholder for any payment.

Sd/- S. THAVAMANI
DIRECTOR

FOR STUDY CENTRES :

1. Students who wish to admit through the study centre are informed to approach the study centre concerned for filling up of online admission application.
2. The details of study centers are available in the DDE prospectus.
3. Co-Ordinators of the Study Centres are informed to submit the online filled admission application along with its enclosures to the Director, D.D.E, S.V. University, Tirupati, on or before the prescribed date.

Sd/- S. THAVAMANI
DIRECTOR