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SUBMISSION OF APPLICATION FORM

1. **Detailed Guidelines for filling up of the Application Form are given in Appendix : 5. A duly filled specimen copy of CET Application Form is given at Appendix : 6.**
2. **The applicants are advised to retain a photocopy of the duly filled-in Application Form before the same is submitted to the University.**
3. **Online Submission of Application Form**
 For the convenience of the applicants as well as their parents/guardians, the University is also providing the facility of On-Line Submission of Application Form for CET - 2008. The application form along with the Common Entrance Test Fee of Rs.750/- and Rs.100/- as postage and handling can be submitted through the Internet Link: <http://ipu.admissionhelp.com>. The last date for submitting the application form through Online is 21st April, 2008. The Admit Cards will, however, be sent only by registered post.
There are 03 options to make payments ONLINE.
 - (i) Credit Card of any Bank can be used.
 - (ii) ITZ Cash Card as being used for buying ONLINE Rail Tickets.
 - (iii) Net Banking payment facility for CitiBank, ICICI and HDFC Bank Customers.
4. **Submission by Hand/Post**
 The Application Form complete in all respects in the sealed printed envelope given along with Admission Brochure, should be submitted by hand at the University counter or it may be sent by Registered/Speed Post to the **Controller of Examinations, Administrative Block, Guru Gobind Singh Indraprastha University, Kashmere Gate, Delhi-110403 latest by 21st April, 2008.**
Note : After the last date is over, application form sent through Registered/Speed Post/Courier or by any other means will not be accepted, irrespective of the fact when the form was despatched/posted. Therefore, candidates are advised to submit their applications at the earliest, instead of waiting for the last date.
5. One application form is valid only for One Test Code. For applying in more than One Test Code, the applicant should purchase separate Admission Brochure and apply separately.
6. Display of Information on the University's Website regarding receipt of Application Forms for all Common Entrance Tests - 2008:
 - (i) On 12th May, 2008 at 5.00 p.m. the details of application forms received by the Office of the Controller of Examinations upto the last date i.e. 21st April, 2008 will be displayed on the University Website (www.ipu.ac.in). The candidates are advised to check their status with the help of serial number indicated on the Application Form.
 - (ii) In case any candidate, who has submitted the application form either by post or in-person, does not find his/her application form number on the University's Website, then he/she is advised to contact the Office of Controller of Examinations, Guru Gobind Singh Indraprastha University, Delhi, immediately (but not later than 19th May, 2008) alongwith the relevant particulars (photocopy of the duly filled-in CET Application Form and proof of its delivery to the University). In case of any query, candidate may contact on 011-20600180.
7. No document (copies of certificates, mark-sheets etc.) is required to be attached with the Application Form.
8. Write the complete address by giving your name and PINCODE carefully and legibly. Please note that this address will be used by the University for all the correspondence in future. Therefore, it should be very clearly written with black ball point pen only. The address should be properly filled up in the prescribed boxes and should not overflow. The University will not be responsible for any loss in transit or for incorrect address given by the applicant in the CET Application Form. No request for change of address will be entertained till the admission is finalized.