

Instructions to the candidates for Payment through credit card/Debit card

1. The chart showing examination details will be displayed. Candidate is expected to note the required information about his examination concern information. Please click on 'proceed' button.
2. Now there are two options
 - i) Payment of Application fee
 - ii) Payment of Application fee + examination fee

Candidate can select any of the above options depending on the following.

- i) Whether he/she is interested in getting application form with information brochure, read it carefully and then decide to go ahead with payment of Examination fee
 - ii) Whether candidate is convinced to fill a CET form. He/She has read the information about Bharati Vidyapeeth deemed university either from the Bharati vidyapeeth deemed university website www.bvuniversity.edu.in or from any other sources.
3. Select UG/PG
 4. Click on 'Register link' of the corresponding examination from course list
 5. For either of the above selections, candidate is providing with the application for to be filled by the candidate online. This application form mainly contain
 - a. You will read the instructions carefully and click on 'I agree'
 - b. Press 'Next' button to proceed.
 - c. You will read the private policy document. After carefully going through this document, click on 'Next'
 - d. Information about the students regarding his name, address, date of birth, sex, category, telephone numbers etc
 - e. Information about the qualifying examination such as name of the qualifying examination, whether appearing, if passed the year of passing, marks obtained, subjects offered etc.
 - f. Information about the parents such as name, address, telephone numbers etc.
 - g. In addition, candidate and parent have to give undertaking.
 6. Once candidate fills up the complete form, the preview of this form is displayed for the candidate's reference. If he/she wants make any changes then he/she can do so by going back screen. Once it is confirmed by the candidate that all the entries filled are correct, then click submit button. At this stage the form is provisionally accepted
 7. In case of unforeseen events i.e. electricity failure, disconnection of Internet connection or any other reasons by which the form filled is aborted, candidates are requested to fill the form again from the beginning. The data in the earlier filled form has lost.
 8. Now he/she has to click 'go for payment'. Screen will be transferred to payment mode. Through this, candidate will complete the payment procedure of required amount. Candidate will be facilitated by fixing the amount field. Candidate is not allowed to change this amount.

9. Once payment made by the candidate is confirmed, system will generate the receipt of payment in PDF format. Candidates are requested to get a print copy of this receipt as a proof of payment. The system now will respond as per the basic selection by the candidate.
10. If candidate selects for second option i.e. Payment for application fee + Examination fee
After successful completion of the payment, the form and the receipt of the payment will be displayed in the PDF format. Candidates are requested to get the print copy of the form as well as the receipt. CET online office will send an e-mail to the candidate containing the link for information brochure. Candidates are advised to go through the information brochure carefully. Contents of this information brochure are already given in this note.
11. Candidates are requested to paste a photograph and sign on the appropriate place provided in the form. Please keep this form with you. **Do not send this form to this office. It is necessary to carry this form at the time of examination.** Kindly note that candidates will not be allowed to appear for the examination if he/she does not have valid examination form properly pasted a photograph and signed.
12. In case, some problems occurs after successful completion of payment, i.e. electricity failure, disconnection of Internet connection or any other reasons by which the form filled is aborted candidate has to communicate this office immediately through e-mail bvucetonline@gmail.com. Your e-mail must contain the information regarding form number, name of the student, course name and date of payment. CET online office will confirm the payment received and send the form in PDF format to the candidate on the mail ID stated by the candidate in his form as well as on sender's mail ID.
13. CET online office will confirm the payment and e-mail the admit card to the candidate on the e-mail ID specified in the form. The admit card will also be send through post UPS.
14. The admit card contains the information like name of the examination, candidates roll number, entrance test date and time, test centres address and test centres contact numbers.
15. Candidates are requested to contact CET online office through e-mail bvuonline@gmail.com or through telephone 020-24407163 in case of non-receipt of admit card and any query regarding online form system.
16. This office will not respond any query which are not connected to online registration system.
17. Candidates are requested to paste their photograph and sign at a appropriate place provided in the admit card and must possess the admit card at the time of examination. If the valid admit card is not available with the candidate, he/she will not be allowed to appear for the examination.
18. Candidates are requested reach the examination centre at least TWO hours before the examination is actually scheduled.
19. It is necessary to have a valid identity proof with the candidate at the time of examination.[Valid ID proof may include Identity card of School/College last attended, PAN card, Driving license] Kindly note that candidates will not be allowed to appear for the examination if does not possess the valid proof of identity.
20. In case candidate requires getting duplicate admit card, he/she may get at the examination centre by producing TWO self photographs.
21. Kindly note that payment once made will not be refunded in any case.