

# How to Apply

## A. FOR ADMISSION SOLELY ON THE BASIS OF QUALIFYING EXAM

[For details of programme to which admission is solely on the basis of qualifying exam, refer column 'Eligibility Criteria (Qualifying Exam)' in **Programme Details Part-B** of Prospectus]

1. Applicants in their own interest must read and understand all the information published in this Prospectus consisting of Part A, B & C, the University Website and otherwise published by the University from time to time.
2. (a) Prospectus can be purchased on payment of ₹ 700/- (in cash or by DD or Pay Order) from the Admission Office at the University Campus, Phagwara (Punjab) or from the designated camp offices of the University or such other places as specified by the University or Prospectus can be downloaded from the University website ([www.lpu.in](http://www.lpu.in)). In case the prospectus is downloaded from the website or in case applying online then the applicant will have to pay the application fee of ₹ 700/- along with the Tuition Fee.  
(b) DD or Pay Order for obtaining Prospectus is required to be made in favour of 'LOVELY PROFESSIONAL UNIVERSITY' payable at JALANDHAR.  
(c) Application fee is non-refundable in all cases.

### 3. Procedure for applying for admission

- (a) Applicants are required to submit the Application Form(s) and fees, as mentioned in further clauses herein, as per schedule of admission given in Part-B of the Prospectus unless otherwise announced by the University on the University Website ([www.lpu.in](http://www.lpu.in)) or through advertisement or otherwise.

#### (b) Application Form(s)

- i. Application Form(s) are appended in Prospectus and are also available on the University website ([www.lpu.in](http://www.lpu.in)) for downloading or applying online.
- ii. Following application form(s), as applicable, are required to be submitted along with the fees:
  - a. Application Form for Admission 2012 - by all applicants for admission to any regular programme
  - b. LPU-TFA 2012 – only by applicants applying to avail the financial aid

#### (c) Fee(s)

- i. Provisional registration for admission and Residential/Transport facility (if opted) will be made at the time of submission of Application Form(s).
- ii. Amount payable for provisional registration
  - For admission (For the details of Tuition Fee, refer to the Programme Details provided in the Part–B of Prospectus)

For all programmes with Tuition Fee more than ₹ 30, 000 per semester	- ₹10,000/-
For all programmes with Tuition Fee less than or equal to ₹ 30, 000 per semester	- ₹ 5,000/-
  - For availing Residential/Transport facility

For Residential facility	- ₹10,000/-
For transport facility	- ₹ 5,000/-
- iii. In case the applicant is admitted, joins and continues the programme and avails the Residential/ transport facility (if opted), the amount paid for provisional registration, as above, will be adjusted towards the payment of first semester Tuition Fee and first year Residential/Transport Fee (as applicable).
- iv. Full payment (optional)

Applicants, if desire, may deposit the full payment of first semester Tuition Fee and first year Residential/Transport Fee (if applicable) at the time of submission of application form(s)

#### (d) Submission of Application Form(s) and Fee(s): Application form(s) can be submitted to the University either Offline or Online.

##### I. Offline Submission

- a. Applicant has to fill up the Application Form(s) downloaded from the University website ([www.lpu.in](http://www.lpu.in)) or as available in the Prospectus.
- b. All columns in Application Form(s) are mandatory to be filled in. No column should be left blank. Write N.A. if not applicable.
- c. Tuition Fee and Residential/Transport Fee (if applicable) is to be paid in form of :
  - **Cash** - to be deposited only at the cash counter of Admission Office at University Campus, Phagwara (Punjab)

- **Demand Draft/Pay Order** - to be made in favour of 'LOVELY FACULTY OF \_\_\_\_\_' (as mentioned in Programme details in Part B of Prospectus) payable at JALANDHAR and must have the Applicant's name, Application No.(if any), Name of Faculty, Programme applied for and Programme Code at the back of DD/Pay Order.
  - **Cash Deposit at Bank** - to be made in the Bank Account, unless otherwise announced by the University, and receipt of the cash deposited at bank must be provided to University in the specified format. Detail of Bank Accounts and specified format are available in the Prospectus or can be downloaded from University website (www.lpu.in).
- d. Application Form(s) and DD/ PO/ Receipt of cash deposit at bank and other requisite documents in a sealed envelope superscribing "Application for Admission – 2012" and having the Applicant's name, Application No.(if any), Name of Faculty, Programme applied for and Programme Code written on it, are required to be submitted :
- either in person at the Admission Office at the University Campus, Phagwara (Punjab) or at the designated camp offices of the University or at such other places as specified by the University;
  - or by registered post/courier addressed to Lovely Professional University, Jalandhar-Delhi G.T. Road (NH-1), Phagwara, Punjab-144806

## II Online Submission

- a. Applicant has to access the University website (www.lpu.in) and submit the Application Form(s).
- b. All columns should be filled with due care.
- c. On successful online submission, the applicant must note the computer generated Application No. to be used as reference for further communication purposes.
- d. Tuition Fee and Residential/Transport Fee (if applicable) may be paid in any of the following forms :
  - **Net Banking/Debit Card/Credit Card**– By using application no. generated during online submission of Application form(s), the fee may be paid through University website (www.lpu.in) using Net Banking/Debit Card/Credit Card. Processing fee in addition to the fee applicable, will have to be paid by the applicant as per the details available on University website (www.lpu.in)
  - **Cash Deposit at Bank** – Payment of fee may be made in the Bank Account, unless otherwise announced by the University and receipt / information of the cash deposited must be provided to University in the specified format. Detail of Bank Accounts and specified format are available in the Prospectus or can be downloaded from University website (www.lpu.in)
  - **Demand Draft/Pay Order** – Payment of fee may be made by DD/Pay Order in favour of 'LOVELY FACULTY OF \_\_\_\_\_' (as mentioned in Programme details in Part B of Prospectus) payable at JALANDHAR and must have the Applicant's name, Application No.(if any), Name of Faculty, Programme applied for and Programme Code at the back of DD/Pay Order.
- e. After online submission of Application Form(s), printout of the Application Form and DD/ PO/ Receipt of cash deposited at bank and other requisite documents, in a sealed envelope superscribing "Application Form for Admission – 2012" and having the Applicant's name, Computer generated Application No., Name of Faculty, Programme applied for and Programme Code written on it, are required to be submitted :
  - either in person at the Admission Office at the University Campus, Phagwara (Punjab) or at the designated camp offices of the University or at such other places as specified by the University;
  - or by registered post/courier addressed to Lovely Professional University, Jalandhar-Delhi G.T. Road (NH-1), Phagwara, Punjab-144806

## 4. Process for applicants whose name appears in the Merit List

Applicants, whose name appears in the Merit List, are required to pay the balance of the Tuition Fee and Residential/Transport Fee (as applicable), within three days after the display of the merit list, except those who have already deposited the full payment at the time of provisional registration.

5. Applicants to be admitted against vacant seats, on the basis of qualifying examination or otherwise are required to submit the application form(s) along with full amount of Tuition Fee, Residential/Transport Fee (if applicable) and late fee, if any.