

Guidelines for Colleges for Online student Registration

1. Enter Registration page through the link given on given on *www.wbut.ac.in* homepage *or through <http://203.200.188.5/registration>*.
2. Put your College Login and Password to enter College Administrator page. You may change your password from the Change Password menu. New Colleges will have to collect their Login & password from Registrar's section, WBUT.
3. Click on Applications menu to view the online submitted applications list. Enter Application ID (as given above the Photo in Application Form printout) and click view to open the online Form. Put a tick mark in the 'Approved' check box and click 'Submit' to approve the Registration Form after normal verification procedure. This confirms that the student has taken admission in that course and College and the information provided is correct.
4. Please ensure that properly attested copies of Mark sheet/s, DOB proof, Allotment card/ rank card etc. are attached with Form hardcopy. Foreign students have to submit copies of No Objection certificate from their High Commission, Visa and Passport besides other documents.
5. Once a student's form is approved online by the college any duplicate forms he may have submitted online are removed from the list. In case of any corrections required the student/college will have to contact WBUT or through the 'Request for changes' link in your login. **Submit the Approved form (and not any duplicate form) to WBUT.**
6. Once a student's Application Form is approved online it moves from the Submitted Application list to Approved Applications list and can be viewed by College Administrator accordingly.
7. The status of the Application Form after scrutiny of the hardcopies and documents can be seen with comment/reason for failing, if any. Scrutiny Failed rows of forms are displayed in red and passed in green. College/Student can contact WBUT with appropriate documents to pass a scrutiny-failed student.
8. After allotment of Registration Number to the students the list of registered students can be also seen in the College login.
9. Contact WBUT for any query regarding online Registration procedure or mail through Grievances link.
10. **Please note that any correction once the Registration Certificates are printed will be charged correction fee.**