

Guidelines for Students for Online Registration to all Courses of MAKAUT for the session 2018-19

1. Enter Registration page through <http://203.200.188.5/registration> or through the link given for Registration on the www.wbut.ac.in homepage. **Indian Students from Foreign Board/University and International Students will have to fill up a separate form as given on the homepage (will be opened shortly).**
2. Select appropriate form according to the course applying for, fill it up as instructed on the form, take printout, sign and submit to the college with required documents. Enter Father / Mother's names with correct spellings and other data should also be filled with accuracy. Otherwise your Form is liable to be rejected.
3. **If your Board/Council/University or AICTE approved Diploma Institute is not in the list then you will have to ask your college to approach Registrar, MAKAUT with relevant documents to prove it's validity. The Board/Univ./Institute will be added after approval and you can fill up the form after that.**
4. All students have to fill up Online Affidavit at http://www.antiragging.in/Site/Affidavits_Registration.aspx or on Stamp paper before Oath Commissioner as per UGC rule and submit to their College.
5. **While filling the Registration Form, upload photo of the student (passport type), crop it properly as required and proceed. If a photo has to be changed later for some reason like poor photograph etc., it can be done through the College Login or by applying to WBUT through your College(with good photo). CET is mandatory for Non AICTE courses.**
6. Enter Admission type (Counselling-non TFW / Counselling-TFW / Management Quota/Foreign National/PIO/ Direct Counselling at College etc.), Entrance Examination and, Enrolment No. The student's Name, Rank etc. will be automatically filled up from the University database (in cases where Data not available with WBUT or there were no examination, these fields will also have to be filled up by the student).
7. **JEE students admitted through counselling with WBJEE rank also to use the 10 digit WBJEE roll no, otherwise to use the 8 digit JEE Roll no. Management Quota in 1st year B.Tech/B.Pharm/B.Arch courses can be filled up by students having a WBJEE or JEE rank only.**
8. Student will fill up the other fields (some are mandatory fields as indicated by * mark) and submit after careful checking. In case of a mistake in the form submitted, they may fill up again with correct data. Take printout of the correctly filled Form only.
9. **For any problem regarding Registration you can intimate through the "Grievances" link on the home page, stating briefly but clearly the exact problem faced.**
10. Students will take a printout of only the correctly submitted Registration Form, put Parent/Guardian's and own signatures and submit along with photocopies of mark sheets of Qualifying examinations passed, Enrolment & allotment cards of WBJEE/ JELET or the Entrance Examination taken, DOB proof and the Registration Fee/other Fees through the respective college/institute. Students taking admission to Architecture courses have to additionally submit their NATA qualifying certificate.
11. **Students from Nepal and Bhutan should submit Notary attested Marksheet, School Leaving/ College leaving/ Transfer/Migration certificate, Citizenship Certificate/Voter ID/Passport copies along with the Form hardcopy. Equivalence from AIU is a must** For more details see Notice by Registrar, MAKAUT on the home page.
12. **Foreign Students should submit valid VISA for full term of course and Passport, School leaving/Citizenship certificate copies along with the Form hardcopy. Equivalence from AIU is a must.** For more details see notice from Registrar, MAKAUT on the home page.
13. A student can also search, view and take printout of his submitted Application Form afterwards from the link "Click Here to Search your Application Form". You must also put your DOB and Mother's name as entered in the Online Application to open it.
14. To change any of the basic information like spellings of name, exam, marks, DOB etc. ask your College to send this request through the 'Submit Request for Changes' link in College login only. Once Registration Certificates are printed all corrections will be chargeable.