

# Guidelines for Students for Online Registration to all Courses of WBUT for the session 2014-15

1. Enter Registration page through <http://203.200.188.5/registration> or through the link given for Registration on the [www.wbut.ac.in](http://www.wbut.ac.in) homepage.
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. **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 a copy of your passport size photo).
4. Enter Admission type (Counseling-non TFW / Counseling-TFW / Management Quota/Foreign National/PIO/ Direct Counseling at College etc.), Entrance Examination and, Enrollment 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).
5. **Management Quota in 1<sup>st</sup> year B.Tech/B.Pharm/B.Arch courses can be filled up by students having a WBJEE, JEE rank only.**
6. 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.
7. For any problem regarding Registration you can intimate through the "Grievances" link on the home page, stating briefly the exact problem faced.
8. 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, Enrollment & allotment cards of WBJEE/ JELET or the Entrance Examination taken, DOB proof** and the Registration Fee/other Fees through the respective college/institute.
9. Students taking admission to Architecture courses have to additionally submit their NATA qualifying certificate.
10. Students from Nepal and Bhutan should submit No Objection certificate from their High Commission along with the Form hardcopy.
11. Foreign Students should submit No Objection certificate from their High Commission, VISA and Passport copies along with the Form hardcopy.
12. For more details see letter from Registrar, WBUT 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.**