



Christ Church College, Kanpur  
KANPUR NAGAR, UTTAR PRADESH

## Instructions for Registration Process of UG & PG Part II Students

### Step-1 Register on Portal

- Select your Course-**Part II** from 'Under Graduate/Post Graduate' and click on **Proceed** button.
- Thereafter, fill your Registration No. **(which was generated at the time of Registration on portal while applying for admission for Part I eg. 10121XXXXXX)** in the respective field and click on **Proceed** button.
- If you want to update your Registered Mobile No./Email ID you can change it on next page by clicking on respective Checkbox, else, click on **Register** button and proceed. OTP based verification will be done if Mobile No./Email ID will be updated.

*Registration details will be auto-fetched on the basis of Registration No. submitted.*

### Step-2 Login to Apply

- To login, fill your Registration No., Password and Captcha in the respective fields and click on **Login** button.

*In case you have forgotten your password, click on **Forgot Password?** link and submit your Registration No. after which your New Password will be sent on your registered Mobile No. & Email ID.*

### Step-3 Submit Registration Fee

- After successful Login, you will be redirected to **Instructions** page. Click on **Continue** button after reading the instructions carefully. Thereafter, you will be redirected to submit the Registration Fee online.
- Select mode of payment i.e., Debit Card/Credit Card/Net Banking and click on **Proceed to Pay Online** button to submit the fee.
- Once the fee is paid you will be redirected to fill further application details.

### Step-4 Update Personal Information

- After successful Payment, you will be redirected to **Personal Information** page.
- Already filled details will be fetched in the application form. Rights are given to students to update details like Aadhaar Card No., Date of Birth, Father's Name,



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Occupation of Father/Guardian, Sub-caste, Caste Certificate No., Religion, Nationality, Domicile, Blood Group, Whether Belongs to Urban/Rural Area and Is Family Income below Rs. 2 Lacs?

- Once the details are updated, if any, click on **Save & Continue** button after which you will be redirected to next step.

## Step-5 Update Address & Contact Details

- After successfully updating Personal Information, you will be redirected to **Address and Contact Details** page.
- Rights are given to students to update details like Alternate Mobile No., Name & Local Address of Parent/Guardian, Correspondence Address and Permanent Address.
- Once the details are updated, if any, click on **Save & Continue** button after which you will be redirected to next step.

## Step-6 Update Other Details

- After successfully updating Address & Contact Details, you will be redirected to **Other Details** page.
- Rights are given to students to update details like Sports Quota, NCC Certificates, Sub Category, Are you the son/daughter of teacher/employee of this college or CSJMU?, Are you the son/daughter of teacher/employee of any other college which is affiliated to CSJMU?, Bank Name, Name of Account Holder, Account No. and IFSC Code.
- Once the details are updated, if any, click on **Save & Continue** button after which you will be redirected to next step.

## Step-7 Update Academic Qualification Details

- After successfully updating Other Details, you will be redirected to **Academic Qualification** page.
- Rights are given to students to update details like Subject List and Medium in respective fields.
- Once the details are updated, if any, click on **Save & Continue** button after which you will be redirected to next step.



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### Step-8 Update Uploaded Documents

- After successfully updating Academic Details, you will be redirected to **Upload Documents** page.
- Rights are given to students to update documents like Photograph & Signature in JPG/JPEG format whose size should not exceed 400 KB each
- Once the details are updated, if any, click on **Save & Continue** button after which you will be redirected to next step.

### Step-9 Review and Final Submission of Application

- After successfully updating the documents, you will be redirected to **Review Application** Page. You can do the changes in Application Form, if required. Thereafter, select the Declaration **Check Box** and click on **Submit** button for final submission.

**Note:** No changes will be allowed after Final Submission of form, hence Students are advised to make required changes while reviewing the application.

### Step-10 Submit Course Fee

- After successfully submitting the application, you will be redirected to Submit the defined **Course Fee** Online.
- Select mode of payment i.e., Debit Card/Credit Card/Net Banking and click on **Proceed to Pay Online** button to submit the fee.
- Once the fee is paid you will be redirected to next step.

### Step-11 Upload Affidavit

- After successfully submitting the Course Fee, you will be redirected to **Upload the Affidavit**.
- Download the affidavit from the portal, fill the required details, sign it and then upload it in the respective field.
- Once the affidavit is uploaded, Student can download the submitted application by clicking on **Download Application Form** button and can download the Payment Receipt by clicking on **Download Receipt** button.



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In case of any Assistance regarding this Application you can contact our Helpline No. **(0512) 2367659**/Technical Helpline No. **(0522)- 4150500** between 09:30 AM to 04:30 PM (on working days) or can mail us your query at [support@cccknp.ac.in](mailto:support@cccknp.ac.in).