

# Step-by-Step Registration & Application Instructions

## ◆ 1. Open the Portal

➡ Visit the **admissions portal URL** – <https://admissions.siddhartha.edu.in> this is the official application page.

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## ◆ 2. Register Your Account

📌 Click “**Register**” / “**Sign Up**”

- ✓ Enter your **full name as per SSC certificate, valid email**
- ✓ Enter your **mobile number** and click **get OTP**, enter received **OTP** to verify your mobile number
- ✓ Chose your choice of **program** (B.Tech, B.Sc, B.Com, M.Tech etc.)
- ✓ Chose your course of choice (Computer Science and Engineering etc.)
- ✓ Complete any *captcha* or verification step

📌 **Verify Your Email**

Check your email inbox for a **verification link** and click to activate your account — this step is necessary before you can log in and apply.

- ✓ Create a **secure password in the next step**, and keep note of it.
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## ◆ 3. Log In

- ✓ Once verified, return to the portal and log in using your **email & password**.
  - ✓ Pay the Application Fee using any payment method like UPI/Net banking/debit card etc.
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## ◆ 4. Fill the Application

- 📌 Select your **program/course**
- 📌 Complete all **form sections accurately**
- 📌 Upload required **documents (Photo, Aadhaar, 10<sup>th</sup> certificate and Digital signature are mandatory – JEE rank card, EAPCET rank card etc., need to be uploaded as and when needed)**

⚠ *Incomplete forms can delay processing.*

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## ◆ 5. Submit and Track Status

- ✓ After completing the form, you will see an **Application Status** on your dashboard.
  - ✓ You may see stages such as *Draft*, *Submitted*, *Under Review*, and *Approved*.
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## ◆ 6. Use the Query / Support System

If you have questions:

1. Log in
2. Click “**Any Queries? Ask Us**”
3. Choose your **query category**
4. Submit your question

➡ The college support team replies through the same portal — quicker than email.

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## ◆ 7. Admit card for SEE 2026 exam.

### ✓ Admit Card Availability

Admit cards will be generated and made available in your Application Dashboard 4–5 days before the examination date.

### ✓ How to Download

A download link will be enabled in your dashboard. Applicants can click the link to view and download the Admit Card.

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## ◆ 8. SEE Exam – Attempts & Exam Date Policy

- ✓ The **SEE examination can be attempted only once.**
  - ✓ The **exam date selected at the time of registration is final and cannot be changed under any circumstances.**
  - ✓ Any candidate found attempting the **SEE examination more than once**, through the submission of misleading information, shall have their candidature cancelled.
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## ◆ 9. Provision to update academic/entrance exam results: **Intermediate 2<sup>nd</sup> year (12<sup>th</sup>)/ JEE Percentile/ EAPCET Rank in the application**

- ✓ Candidates who have registered before the release of results will be allowed to update or add their Intermediate 2nd Year (12th), JEE Percentile, or AP EAPCET Rank once the results are announced.
  - ✓ Easy update through applicant dashboard: A dedicated update link will be enabled in the Applicant Dashboard. Candidates can simply click the link and enter or modify their respective results.
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## ◆ 10. Counselling schedule

- ✓ Eligible candidates will be informed of the **counselling schedule** through their **registered email ID** and **WhatsApp/SMS on the registered mobile number**, based on **merit in the respective entrance examinations** such as **JEE, SEE, and AP EAPCET**.

## ? Frequently Asked Questions (FAQs)

### Q1 Why is email verification required?

- ✓ To secure your application account
  - ✓ To receive **official admission-related communications**, such as alerts for updating **JEE Percentile, AP EAPCET Rank, Exam details, Counselling information** etc.
  - ✓ **Do not click the “Unsubscribe” link** in any admission-related emails, as this may stop you from receiving important updates.
  - ✓ Once verified, the **registered email ID cannot be changed** in most cases.
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### Q2 What if I forget my password?

Use the “**Forgot Password**” link on the login page to reset it via your registered email.

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### Q3 Can I edit my application after submission?

If you want to correct any information apart from entrance exam date, contact support via the portal’s **query feature**.

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### Q4 Why is my application showing “incomplete”?

This usually means:

- ✓ A required field wasn’t filled
- ✓ A mandatory document wasn’t uploaded
- ✓ Format/size limits were exceeded

Review your form and complete all items.

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### Q5 What should I do if I don’t receive OTP or verification emails?

- ✓ Check your **spam/junk folder**
- ✓ Ensure you entered the **correct email/mobile number**
- ✓ Wait a few minutes — sometimes there’s a delay

If still not received, submit a **query via the portal**.

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### Q6 How do I track my application status?

Your dashboard shows your current status (e.g., *Submitted, Under Review*). Colleges may also update status changes on your portal notifications.

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**Q7** Where do I download payment receipts?

If you made the payment through the portal, look for a **“My Payments”** section in your dashboard.