



SOP DOCUMENT

For JNU Registration Process



Purpose

The purpose of this SOP is to define the process for online registration, application submission, payment verification, document upload, and helpdesk support for candidates.

A. General Instructions & Requirements

Before filling the application, keep the following ready:

1. Candidate must have an active DigiLocker account
2. Valid Email ID & Mobile Number
3. Recent passport-size photograph (not older than 3 weeks)
4. Scanned signature
5. CUET UG 2026 SCORE CARD

B. How to Apply

Application Process:

1. Step-I: Registration and DigiLocker login and Give Consent
2. Step-II: Verify Email ID & Mobile Number
3. Step-III: Personal Details and Qualification Details
4. Step-IV: Upload Documents
5. Step-V: Application Fee Payment

Step-I: Registration and DigiLocker Login and Give Consent for CUET UG 2026 SCORE CARD

Accessing the Portal

- Step 1: Open the official JNU Registration Website (<https://jnuee.jnu.ac.in/>). And Open Registration form where you want to apply with JNU.
- Step 2: Click on the "New Registration" option on the homepage.
- Step 3: Read all instructions and guidelines displayed carefully.
- Step 4: Select the declaration checkbox to accept instructions. Click "Click Here to Proceed"
- Step 5: The system will redirect to DigiLocker authentication

DigiLocker Registration (New Users)

- Step 6: Click "Sign Up".
- Step 7: Enter mobile number and complete OTP verification.
- Step 8: Select Identity Type (Aadhaar / PAN / Driving License).
- Note: Registration is not Aadhaar-dependent. You may use any available identity option.
- Step 9: Fill in details: Name, DOB, Gender, Username, and PIN.
- Step 10: Click "Verify" and proceed to the authorization page.

DigiLocker Login (Existing Users)

- Step 11: Sign in using Mobile Number, PAN, or Driving License.
- Step 12: Enter the OTP received on your registered mobile number and click "Verify".

Consent and Form Submission

- Step 13: Once you login to your DigiLocker account you will need to select check box of CUET UG SCORE CARD
- Step 14: On the authorization page, click "Allow" or "Authorize" to share details with the portal.
- Step 15: Upon successful validation, the CUET UG 2026 Score card will open automatically and Application Number and DOB will fetch by your CUET UG SCORE CARD, Just enter CAPTCHA.
- Step 16: Review and click "Verify & proceed". The system will Redirect to JNU Registration Portal.

Step-II: VERIFY EMAIL ID & MOBILE NUMBER

1. Enter Valid Email ID & Mobile Number.
2. Enter Permanent Address and Present Address.
3. Choose Password, this password will be your JNU Login password along with CUET UG application number.
4. Enter Security Pin and Submit
5. OTP will be sent to Email & Mobile.
6. Verify both OTPs or any one and submit.

Step-III: Personal Details and Qualification Details

1. Enter all personal information and Qualification details correctly as required in the application form.
2. Carefully verify all entered details before proceeding to the next step.

3. Once submitted, personal details and Qualification details cannot be modified at later stages.
4. Re-verify details before final submission.

Step-IV: Upload Documents

1. Upload Scanned Images of Candidate's latest Photograph, Candidate's Signature and CUET UG score card 2026.
2. Scanned latest photograph, signature and CUET UG Score card 2026 should be in JPG/JPEG/PNG format.
3. Size of scanned latest photograph should be between 10 kb to 200 kb.
4. Size of scanned signature should be between 4 kb to 30 kb.
5. Size of scanned CUET UG Score card 2026 should be between 10 kb to 200 kb
6. The latest photograph should be coloured or black/white (but clear contrast).

Note : Upload the correct latest Photograph and Signature as the facility for correction in images will not be given.

Step-V: Application Fee Payment

Payable by candidates in INR

UG programmes

General Category/EWS/OBC	SC/ST/PwD	Foreign Nationals
Rs. 300/-	Rs. 150/-	Rs. 3830/-

Guidelines for Payment of Application Fees.

1. The candidate will be redirected to the Payment Gateway to make the online payment of the application fee.
2. After successful payment, the candidate will be able to download / take a printout of the complete application form containing payment details.
3. JNU will not be responsible for failed, multiple, or duplicate payments arising due to technical or network-related issues.
4. Application fee once paid will not be refunded under any circumstances.

STEP BY STEP COMPLETE REGISTRATION FLOW

Open JNU UG 2026 Registration form link

Home

Online Registration Process

PERSONAL DETAILS → QUALIFICATION DETAILS → DOCUMENTS UPLOAD → PAYMENT

Steps to Apply online Registration Form

Step1 Fill the online application with personal details.

Step2 Fill the online application with Qualification Details.

Step3 Upload scanned images of photograph and signature. The image should be in jpg/jpeg format only. Size of photo image must be between 10 kb to 200 kb. Size of signature image must be between 4 kb to 30 kb.

Step4 Pay fee through online payment mode

If not registered, Please Click on the **NEW REGISTRATION**

Please click on the **SIGNIN**

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Kindly read e-prospectus and other instructions before applying.

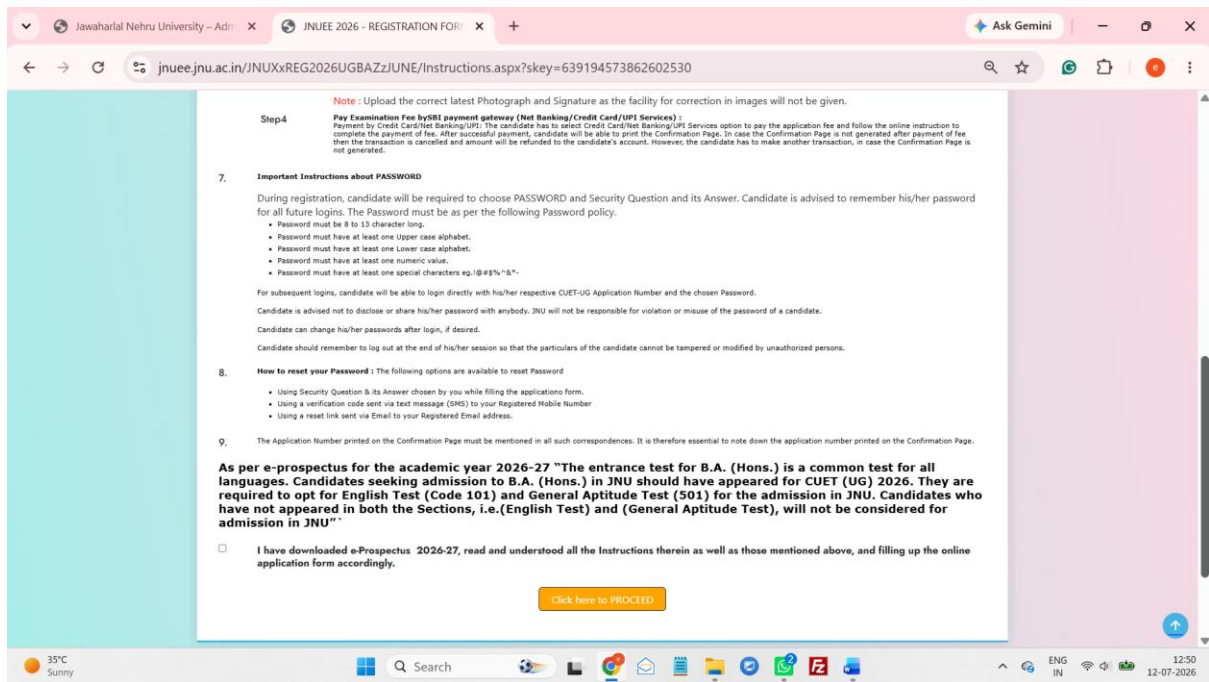
Instructions and Procedure for Online Submission of Application Form

PERSONAL DETAILS → QUALIFICATION DETAILS → DOCUMENTS UPLOAD → PAYMENT

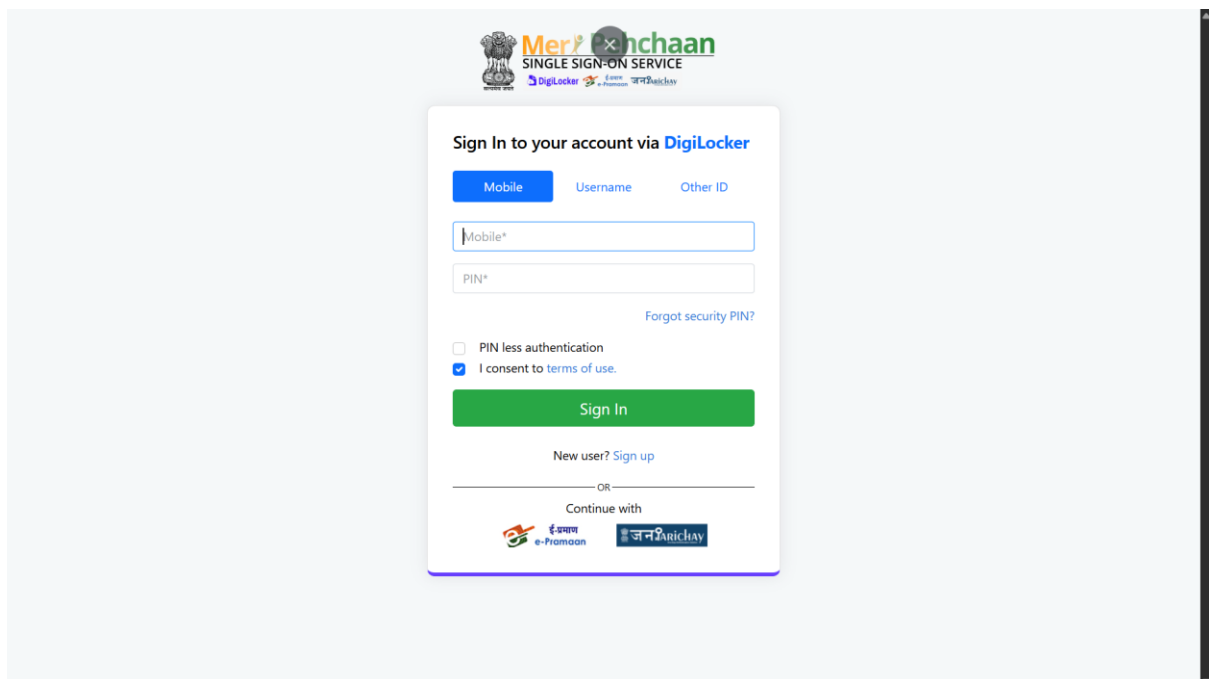
- Please read the instructions, procedure and e-Prospectus 2026-27 carefully before you start filling the Application Form.
[click here to download e-prospectus- 2026-27](#)
- Candidate can apply for B.A.(Hons.) - 2026 "ON-LINE" only through official website of JNU (https://jnuee.jnu.ac.in).
<https://jnuee.jnu.ac.in>
- Please ensure your eligibility as per the criteria laid down for B.A.(Hons.) -2026.
- Application Fees**
The fee (in Indian Rupees) for B.A.(Hons.) - 2026 is as follows:

Payable by candidates in INR		
General Category/EWS/OBC	SC/ST/PwD	Foreign Nationals
Rs. 300/-	Rs. 150/-	Rs. 3830/-
- The fee is to be submitted through Net Banking/Credit Card/UPI Services.
- Application Procedure: Steps to be followed to apply online**
 - Step1** Registration for Online Application Form : Candidates can register with CUET Ug 2026 Score card by using Digilocker only. Candidate need to register and giving consent first for JNU to access CUET Ug 2026 score card only so we will validate candidate CUET Ug 2026 score Card and then candidate can proceed for further steps.
 - Step2** Login Via Valid CUET Ug 2026 score card : Login with CUET Ug application number after giving consent from Digilocker and verify your mobile number or Email Id.
 - Step3** Personal and Qualification Details : Kindly fill personal details and qualification details correctly and proceed.
 - Step4** Upload Scanned Images of Candidate's latest Photograph and Candidate's Signature.
 - Scanned latest photograph and signature should be in JPG/JPEG format.
 - Size of scanned latest photograph should be between 10 kb to 200 kb.
 - Size of scanned signature should be between 4 kb to 30 kb.
 - The latest photograph should be coloured or black/white (but clear contrast).

Note : Upload the correct latest Photograph and Signature as the facility for correction in Images will not be given.

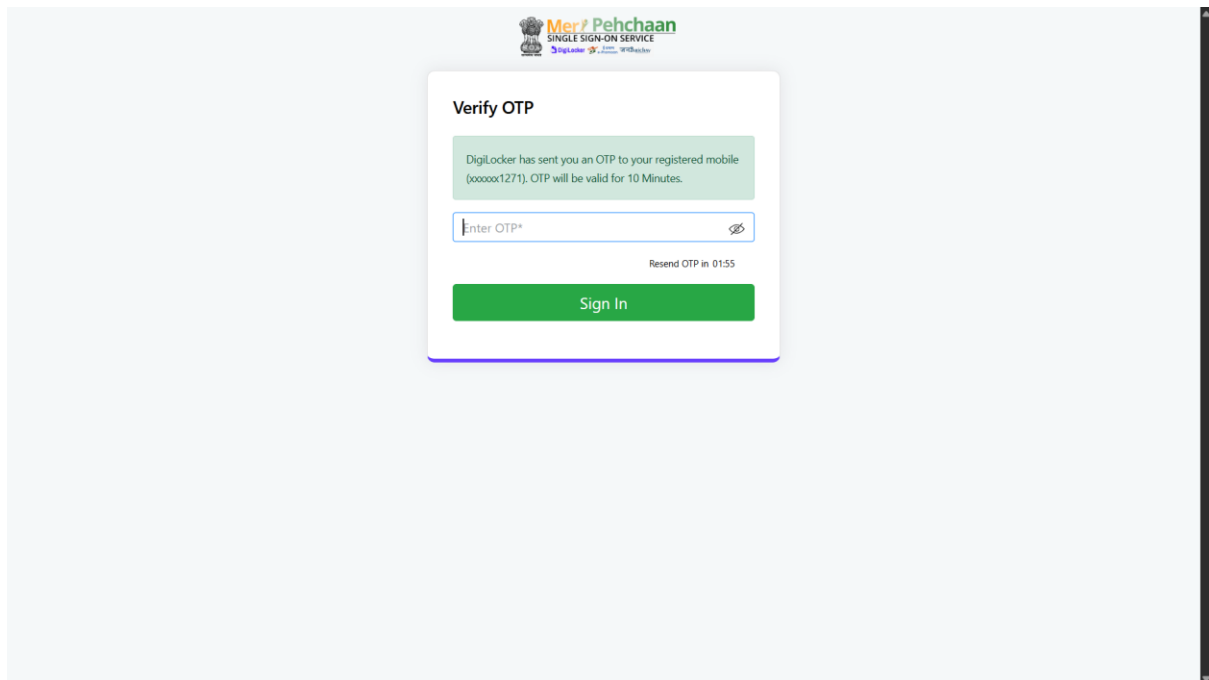


Once you click on “Click here for PROCEED” you will be redirect to DigiLocker Page where you need to login with your credentials and **give consent for JNU to access CUET UG 2026 SCORE CARD.**

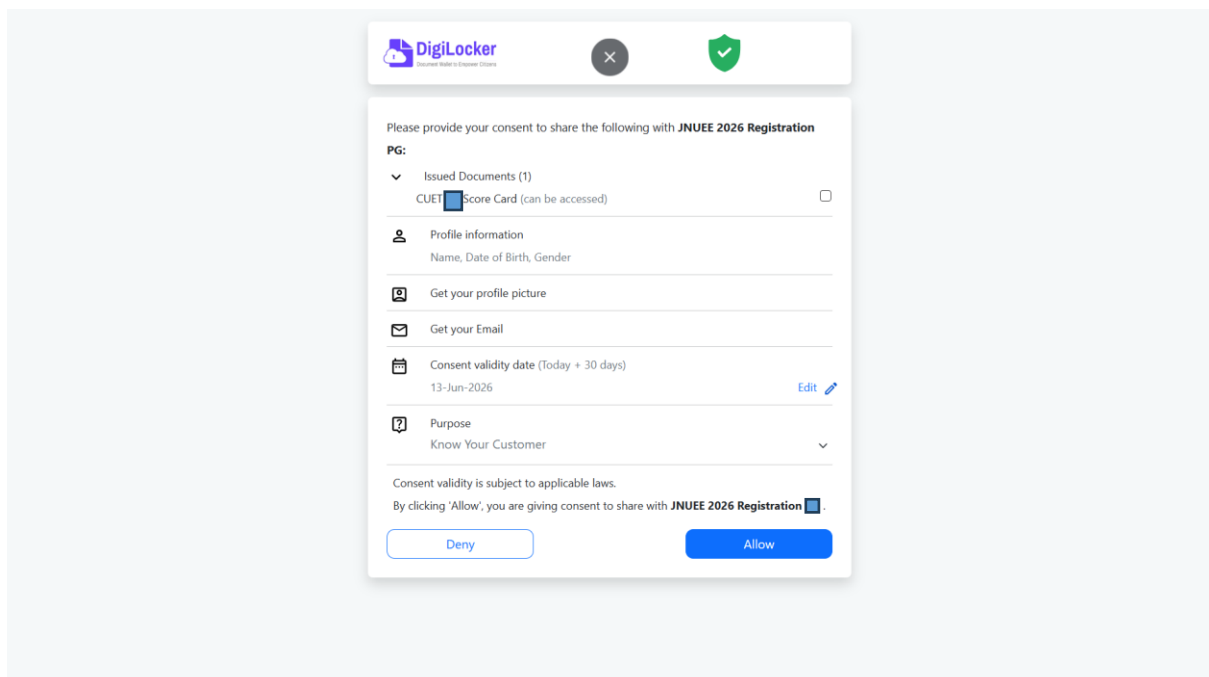


If You Face any issue during DigiLocker OR you need help from DigiLocker team so you may connect DigiLocker Team on below mail

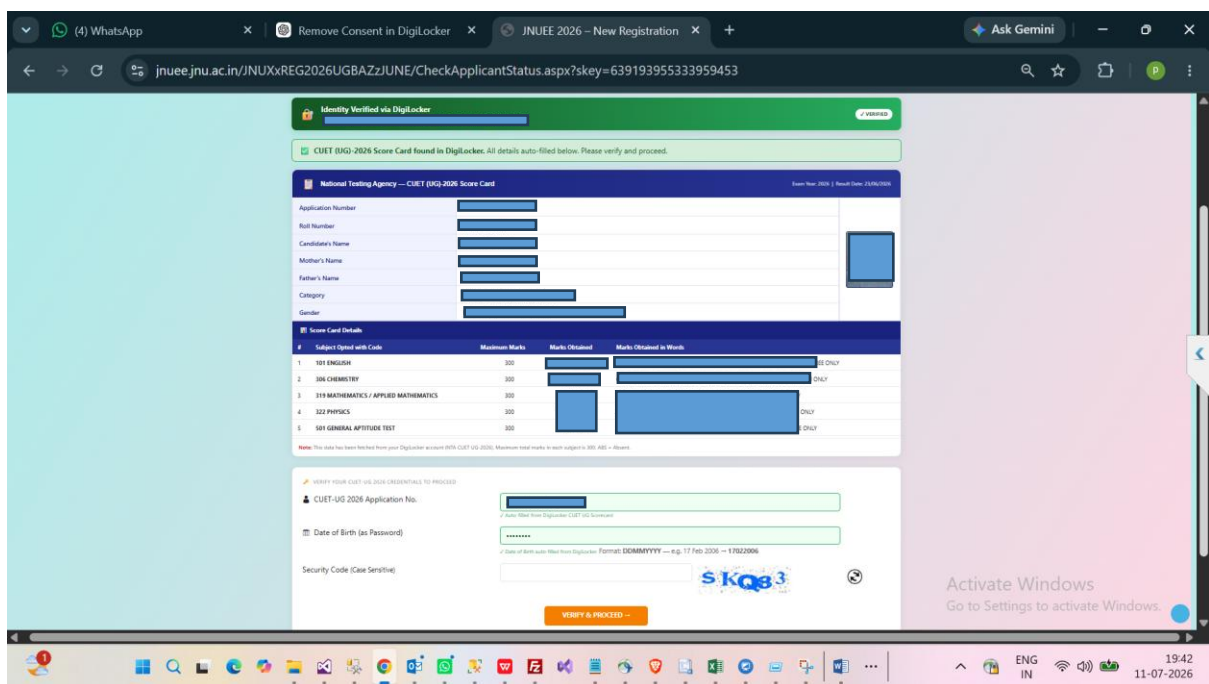
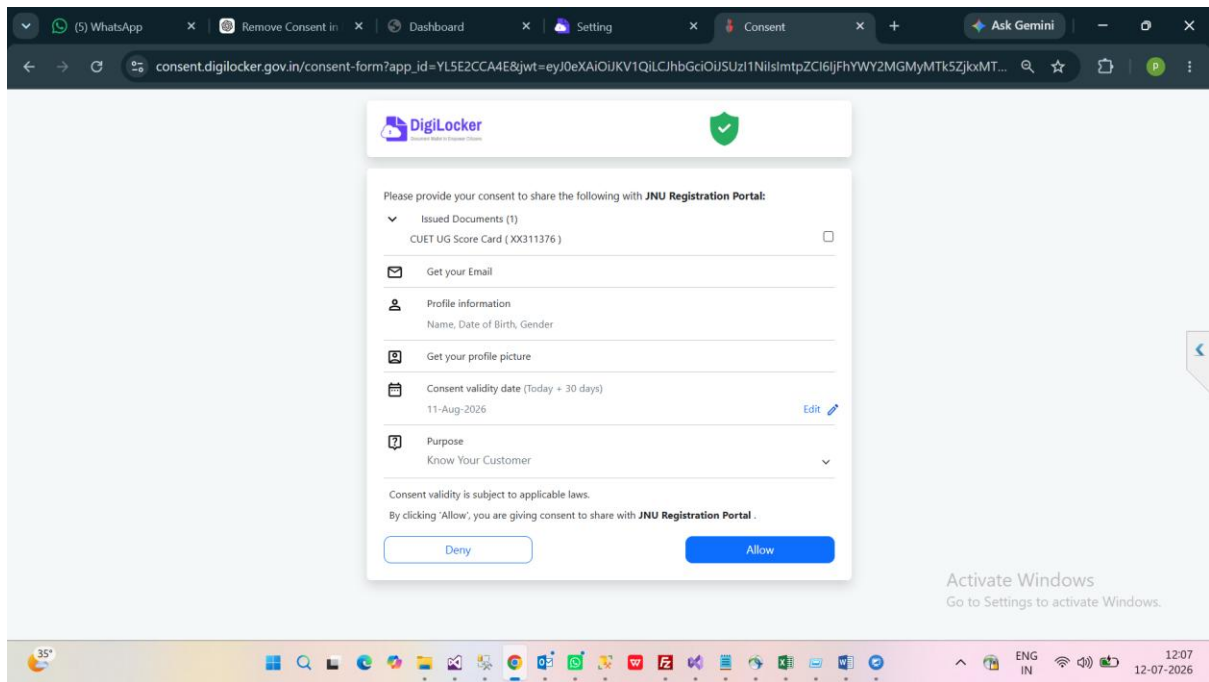
<https://support.digilocker.gov.in/>



Before login to JNU portal make sure **latest CUET UG 2026 Score Card is downloaded in your DigiLocker** Account otherwise as shown below image Application number will not visible and You are not able to Register with JNU. So you have to go to your DigiLocker account and download CUET UG 2026 Score Card and then come to JNU Registration.



Once your CUET UG 2026 Score Card is available in DigiLocker then automatically application number last digit will be visible in your issued documents section under CUET UG Score card. Then just you need to select CUET UG Score card and give consent by allow.



Once you allow and give consent automatically application number and DOB will auto fetch from you CUET UG 2026 SCORE CARD and just you need to enter Security Code and proceed for Registration.

Once you verify & proceed you will be redirected to JNU portal where you need to fill some of the basic details and submit. Make sure here mobile number and Email Id you entered is valid and working because it will be validated by OTP in next step and same mobile number and Email id will be used for future alerts if any. Password also you need to enter for JNU registration. Password combination is mentioned there.

Registration Form

PERSONAL DETAILS

QUALIFICATION
DETAILS

DOCUMENTS
UPLOAD

PAYMENT

All fields marked with * are mandatory.

Personal Details

Candidate's Name *

Father's Name *

Mother's Name *

Date Of Birth *

DD/MM/YYYY

Type of identification *

Identification Number of *

Gender *

Email *

Mobile Number *

(Country Code)

Please fill up carefully as all SMS will be sent in this mobile No.

Alternate Mobile Number

(Country Code)

Land Line Number (Optional)

(STD Code)

Permanent Address

Address Details *

Locality *

City/Town/Village *

Locality *	
City/Town/Village *	
Country *	----Select----
State /UT *	----Select----
District *	----Select----
Pin Code *	
☐ Present Address (If the Present Address and Permanent Address are same, Please select the check box.)	
Address Details *	
Locality *	
City/Town/Village *	
Country *	----Select----
State /UT *	----Select----
District *	----Select----
Pin Code *	
Choose Password	
Password *	
Confirm Password *	
Security Question *	----Select----
Security Answer *	
Security PIN *	
Enter security pin (Case Sensitive) *	
L2 UHSA 	
SUBMIT	

Here you need to verify your Mobile Number OR Email id. You can verify either both or any one.

User Dashboard

Change Password

Application Progress Status

✓

Step 1: View Registration Form

✗

Step 2: Application Form

✗

Step 3: Upload Images

✗

Step 4: Pay Examination Fee

Verify Mobile No. or Email Id

✗

Verify Mobile Number

✗

Verify Email Id

Please verify Mobile No. or Email Id to receive Confirmation Page / Other important information from JNU.

Download Confirmation Page

Name :

Application Number :

Registration Details	COMPLETED
Application Details	PENDING
Images Upload	PENDING
Payment	PENDING

You have completed STEP 1 of Application form for Programme - 2026 Admission.

The processing of application form will be completed only after the payment of fee. After payment of Fee, you will not be able to edit the filled application Form data

Application Number :

Enter Mobile OTP	Mobile Not Verified	Verify Mobile No
Enter Email OTP	Email Not Verified	Verify Email-ID

Candidates may complete application form by entering OTP received either on the registered mobile number or through email.

After verifying Mobile Number OR Email Id you just need to click proceed.

Now you are in personal, qualification page where you need to enter all the mandatory fields and select subject preferences for JNU.

Application Form & Qualification Details

PERSONAL DETAILS

QUALIFICATION
DETAILS

DOCUMENTS
UPLOAD

PAYMENT

Application Number :

All fields marked with *are mandatory.

Personal Details

Candidate's Name	
Date Of Birth (DD/MM/YYYY)	
Gender	
Father's Name	
Mother's Name	
Guardian's Name	
Nationality *	--Select--
State of Domicile *	--Select--
Category *	
Sub Category *	
Whether you are a PwD? *	--Select--
If you are a PwD Candidate, do you have benchmark disability (40%ormore/ "Severe" where percentage is not defined)?	
Are you Diabetic? *	--select--
Wards of Defense Personals *	--select--
Are you a Kashmiri Migrant? *	--select--
Which area do you belongs to *	--select--
Income Group *	--Select--
Are you Belongs to Below Poverty line (BPL)? *	--select--
Seeking Deprivation Points for Quartile District *	--select--
If you have pursued Schooling in a: *	--select--

Apply For

Program of Study *	--Select--
1st Field of Study *	--select--
2nd Field of Study	--select--

6) WhatsApp

Remove Consent in

Dashboard

Setting

JNUEE 2026 - REGIS

Ask Gemini

jnuee.jnu.ac.in/JNUXREG2026UGBAZzJUNE/Regstep2.aspx?skey=639194551741302241

Exam Paper

English Test (Code 101)

127.0287013

General Aptitude Test (S01)

148.9755155

Details of Academic Qualification

Matric/Secondary/10th

Qualifying Exam Name

Pass Status

Name of the University/Board

Name of School/College/Institution

--select--

--select--

--Select--

Learning Mode

Qualifying Examination From

Qualifying Examination State

Qualifying Examination District

--select--

--select--

--Select--

--select--

Year Of Passing

Duration of Course (Year)

Subject/Discipline

Roll Number

--select--

--select--

Result Mode

Obtained Marks/CGPA Grade

Maximum Marks/Grade Point

Percentage

--select--

If you have a CGPA, convert it into percentage as per your Board's internal conversion formula.

12th Class or Equivalent

Qualifying Exam Name

Pass Status

Name of the University/Board

Name of School/College/Institution

--select--

--select--

--Select--

Learning Mode

Qualifying Examination From

Qualifying Examination State

Qualifying Examination District

--select--

--select--

--Select--

--select--

Year Of Passing

Duration of Course (Year)

Subject/Discipline

Roll Number

--select--

--select--

Result Mode

Obtained Marks/CGPA Grade

Maximum Marks/Grade Point

Percentage

--select--

If you have a CGPA, convert it into percentage as per your Board's internal conversion formula.

35°

ENG

IN

12:15

12-07-2026

6) WhatsApp

Remove Consent in

Dashboard

Setting

JNUEE 2026 - REGIS

Ask Gemini

jnuee.jnu.ac.in/JNUXREG2026UGBAZzJUNE/Regstep2.aspx?skey=639194551741302241

12th Class or Equivalent

Qualifying Exam Name

Pass Status

Name of the University/Board

Name of School/College/Institution

--select--

--select--

--Select--

Learning Mode

Qualifying Examination From

Qualifying Examination State

Qualifying Examination District

--select--

--select--

--Select--

--select--

Year Of Passing

Duration of Course (Year)

Subject/Discipline

Roll Number

--select--

--select--

Result Mode

Obtained Marks/CGPA Grade

Maximum Marks/Grade Point

Percentage

--select--

If you have a CGPA, convert it into percentage as per your Board's internal conversion formula.

Other Qualification (if any)

Qualifying Exam Name

Pass Status

Name of the University/Board

Name of School/College/Institution

--Select--

--select--

--Select--

Learning Mode

Qualifying Examination From

Qualifying Examination State

Qualifying Examination District

--select--

--select--

--Select--

--select--

Year Of Passing

Duration of Course (Year)

Subject/Discipline

Roll Number

--select--

--select--

Result Mode

Obtained Marks/CGPA Grade

Maximum Marks/Grade Point

Percentage

--select--

If you have a CGPA, convert it into percentage as per your Board's internal conversion formula.

JNU Group Details

Are you a ward of Regular JNU Employee? *

--select--

35°

ENG

IN

12:16

12-07-2026

JNU Group Details

Are you a ward of Regular jnu employee?: *
--select--

Other Details

Visible Marks on body: *

Additional Particulars

Are/were you a student of JNU? *
--select--

Are you a student of any University at Present *
--select--

Employment Details

Are you presently Employed? *
--select--

Details of Parents/Guardian

Father's/Guardian Qualification *
--Select--

Father's/Guardian Occupation *
--Select--

Father's/Guardian Annual income *
--Select--

Mother's Qualification *
--Select--

Mother's Occupation *
--Select--

Mother's Annual income *
--Select--

Particulars checklist to be verified *

☐ My Name
☐ Fathers Name
☐ Mothers Name
☐ Date of Birth
☐ Gender
☐ Category
☐ Sub Category
☐ Educational Details
☐ CUET 2026 Score

Declaration

☐ *

I declare that nothing is concealed and the information furnished by me in the Application Form is true in all respects and in case any entry or information is found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the University may deem proper. I hereby undertake that I have carefully gone through the eligibility conditions prescribed in the Prospectus for the programme. I am applying after satisfying that I meet the eligibility conditions. If at any stage it is found that I do not fulfil the minimum prescribed eligibility criteria, my admission, if granted, shall stand cancelled and I shall have no right to admission whatsoever. I also declare that I have not been debarred from taking admission in JNU nor been declared out of bounds from JNU Campus.

SUBMIT

Once Personal and Qualification Section is Submitted then you will go to Document upload section.

Kindly upload your documents as per the instructions mentioned in the image below. Ensure that the photograph is recent and the signature is clearly visible.

Application Number : 2 [redacted]

DOCUMENTS TO BE UPLOADED

Upload recent clearly recognizable passport photo. Candidates are advised not to change their appearance till the admission process is completed. Any mismatch about photograph and signature can lead to disqualification during validation.

Upload your signature signed in black/ink on white paper. The size of the image should be between 04 kb to 30 kb.

- Photo Format : JPEG/PNG only
- Photo Size : 1000 to 2000
- Photo Dimensions : 3.5cm x 4.5cm
- Signature Size : 400 to 350
- Signature Dimensions : 3.5cm x 1.5cm

Upload Photo and Signature same which you have uploaded for CUET-UG-2026

Photo No file chosen

Signature No file chosen

Document Name

Candidate Photo

Document Details

Candidate Signature

After Documents Upload now you are in final step of registration where you need to pay registration fees as per your category.

Fee Payment

PERSONAL DETAILS → QUALIFICATION DETAILS → DOCUMENTS UPLOAD → PAYMENT

Application Number	[redacted]	Name	[redacted]
Details	Nationality	:	INDIAN
	Program	:	[redacted]
	Category	:	[redacted]
	Pwd	:	NO
	BPL	:	NO
Fee Payment	[redacted]		

Once Registration fees is submitted take print out of your final print pdf which is containing all the registration details including payment details. This Pdf may be use for your future reference.

THANK YOU AND ALL THE BEST