DAU Admission Portal

User Guidance Manual

This manual provides a clear, step-by-step guide to registering, logging in, and completing your admission application on the Dhirubhai Ambani University (DAU), Gandhinagar Admission Portal. Follow these instructions carefully to ensure a smooth process. If you encounter any issues, contact the helpdesk at

IN CASE OF ANY QUERY PLEASE SEND E-MAIL TO FOLLOWING:

- For PG and PhD Admissions: pg_admissions@dau.ac.in

- For UG Admissions: ug_admissions@dau.ac.in

HELPLINE:

- Voice Call: 079 69 08 08 08

- Timing: 09:30 am to 6:00 pm working days (Monday to Friday)

Accessing the Portal

1. Open your web browser (e.g., Chrome, Firefox) and navigate to the DAU Admission Portal at https://admission.dau.ac.in
2. The homepage will display the "DAU Admission Portal" title, along with login and registration options.

3. If you are a new user, proceed for register. If you already have an account, skip and login.

Registration (For New Users)

1. On the homepage, click the blue **REGISTER** button.
2. Fill in the registration form:
   - o **Name**: Enter your full name as per your ID.
   - o **Country**: Select your country from the dropdown (e.g., India).
   - o **State**: Select your state from the dropdown.
   - o **Email**: Provide a valid personal email address and Verify your email and mobile via OTP sent to you.
   - o **Mobile No.**: Enter your mobile number
   - o **Password**: Create a strong
   - o **Captcha Verification**:
3. You will receive a confirmation email.

Logging In

1. On the homepage, enter your **Email** and **Password** in the login fields.
2. Click the blue **LOGIN** button.
3. If successful, you will be redirected to the dashboard with program.
4. Forgot password? Click **Forgot Password**.

Program Selection

1. From the dashboard, click on **APPLY**

Step 1: Personal Details

1. Click on **Personal Details**
2. Fill in the form sections:
   - **Personal Details**: Name, Date of Birth, Gender, Nationality, Contact Number, Mailing Address.
   - **Father's Details**: Full Name, Occupation, Qualification, Contact Number.
   - **Mother's Details**: Full Name, Occupation, Qualification, Contact Number.
3. Click **Next**.

Step 2: Address Details

1. Provide:
   - **Current Address**:
   - **Permanent Address**:
2. Click **Next**.

Step 3: Educational Details

1. Go to **Educational Details**
2. Add your qualifications
   - **Standard 10**: Course/Subject, University/Board, CGPA/Percentage, Passing Year, Obtained Marks, Total Marks.
   - **Standard 12 / 10+2 / Diploma**: Same fields as above.
   - **Bachelor's Degree**: Same fields as above.
   - **Master's Degree** (if applicable): Same fields as above.
3. If applicable, add **Employment Details**.
4. Click **Next**

Step 4: Uploading Documents

1. Navigate to **Uploaded Documents**
2. Review the checklist of required documents
3. For each document:
    o   Click **Choose File** and upload the original scanned copy (PDF/JPG, specified size limits; ensure it is clear and readable).
4. Complete the **Declaration** section by reviewing and agreeing to the terms.
5. Click **Next**.

Step 5: Payment

1. Go to **Make Payment**
2. Select your payment method: UPI