USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP EDCET- 2023

URL: https://cets.apsche.ap.gov.in/EDCET

The candidates are required to be ready with the **following mandatory / optional details** to fill in the appropriate fields before filling the Online Application Form:

The Mandatory / Optional details are as follows:

S.NO	Details Required	Document to be Referred
	Credit card or Debit card details	Credit Card / Debit Card/Net Banking
1	(If payment is being made through Credit	Account User ID and its password
	card / Debit card/Net Banking)	
2	Qualifying Examination appeared or	Marks's memos / Hall Ticket Number
	passed	of Degree / Intermediate / 10 th
	Hall ticket Number of the Qualifying	
	Examination	
3	Test Applied for B.Ed. / Methodology	Eligibility Criteria
	chosen under Part C of the test	
4	Date of Birth	10 th or Equivalent Certificate
5	Hall Ticket Number of SSC or Equivalent examination Certificate	10 th or Equivalent Certificate
6	Income of Parents	Income certificate issued by MRO/ Competent Authority
7	Study Details	Study certificates from Class 6 to
		10+2 / degree or diploma / PG
8	Category (SC, ST, BC, etc.) and Application	Caste Certificate issued by the MRO/
	number of the Caste Certificate (in case of	Competent Authority
	SC/ST/BC only)	

9	Special Category (NCC, PH, Sports, CAP, etc.)	The Certificate issued by Competent Authority
10	Aadhaar Card details	12-digit number present in Aadhaar Card issued by UIDAI

The following system requirements need to be available to comfortably browse AP EDCET-2023 official website https://cets.apsche.ap.gov.in/EDCET

SYSTEM REQUIREMENTS:

For better viewing of AP EDCET-2023 website https://cets.apsche.ap.gov.in/EDCET and smooth Application submission through ONLINE mode, the candidates are hereby informed that the following computer system

Requirements are most desirable:

Google Chrome Latest Version

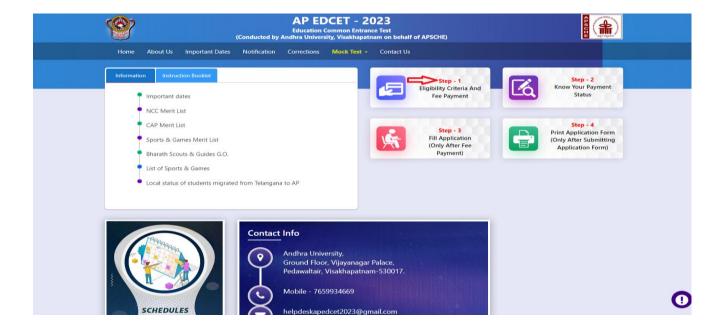
Adobe Acrobat Reader Latest Version

Disable the pop-up blocks and uninstall all the Script blockers.

USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP EDCET-2023

Stage 1: On your Internet Browser, type the website address

https://cets.apsche.ap.gov.in/EDCET and press Enter. The following screen is
displayed on the computer screen.

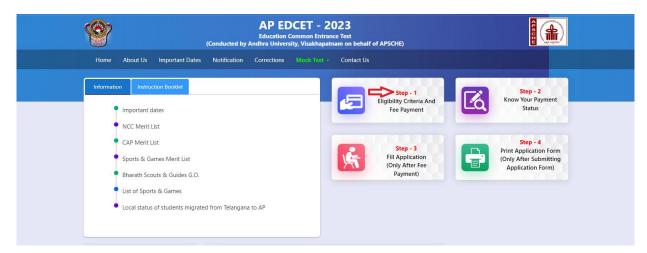


There are **4 Steps** in filling the AP EDCET online application.

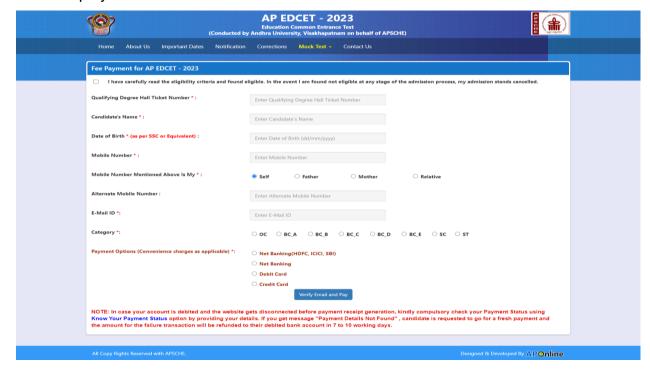
- **Step-1**: **Eligibility Criteria and Fee Payment:** Candidate can make Online Fee Payment through this option.
- Step-2: Know your Payment status: Candidate can check Success/Failure status of the Fee Payment
- **Step-3**: **Fill Application (Only After Fee Payment)**: After fee payment made by Debit/Credit/Net Banking modes, candidate should fill in the Application through this option.
- Step-4: Print Application Form (Only After Submitting Application Form): After application form submission, candidate can print the submitted form.

Step 1: Eliqibility Criteria and Fee Payment:

Select Eligibility Criteria and Fee Payment as shown in the screen below.



After clicking on **Eligibility Criteria and Fee Payment** Tab, a fee payment webpage will be displayed as shownin the screen below.

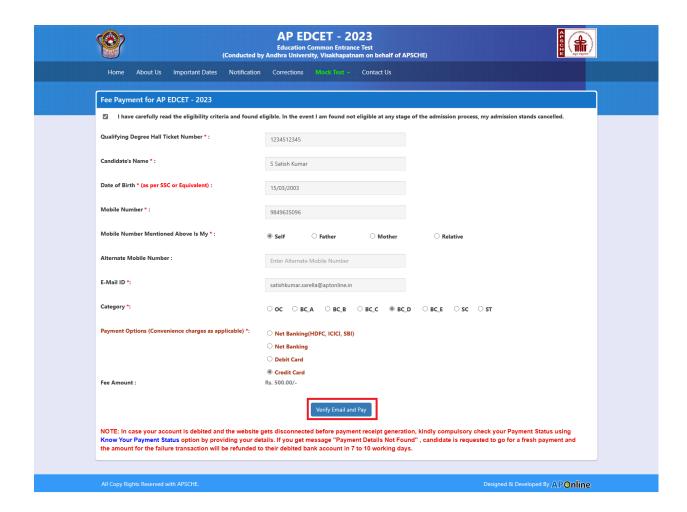


Fill in ALL the mandatory details given in the above web page. The details are Qualifying Examination Hall Ticket No., Candidate's Name, Date of Birth, Mobile Number, Mobile No Mentioned above is My: Alternate Mobile No, E-Mail ID, Stream, Fee Amount (will be populated automatically based on the category selected by the candidate).

AP EDCET -2023 Application Form Registration Fee:

OC	ВС	SC/ST
Rs 650	Rs 500	Rs 450

After filling all the mandatory details and clicking on **Initiate Payment** button, the control will lead you to the BANK PAYMENT GATEWAY as shown in the screen below.



After filling the mandatory details and clicking on **Verify Email and Pay** button, the system will send an OTP to the Email ID should be entered in the OTP Verification pop up field and click on **Verify** button as shown in the screen below.



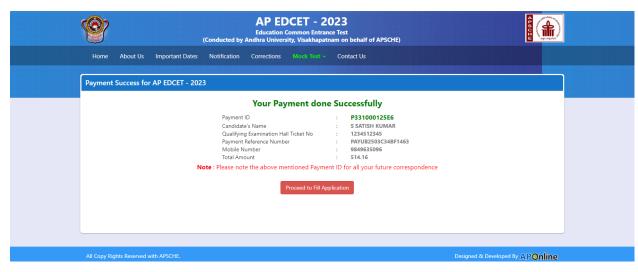
After entering OTP, click on the "Verify" button and the control will automatically take you to the **BANK PAYMENT GATEWAY** as shown in the screen below.

(NOTE: During the Payment processes, DO NOT double click on buttons or click on Back / Refresh buttons or DONOT close the Browser web page abruptly; instead maintain patience as prompted on the screen).

Clicking on **Verify** button, the following page will be displayed, fill in all the **Debit/Credit** card details and click on **Pay Now** button as shown in the screen below.

Amount Rs. 514.16				PAYUB2503C5A744DC4
Choose a payment method				Payu is now Pay U bia
Credit Card	Card Type	VISA	-	
	Card Number	5 KNOOMER NEED	XXX 46	
	Name on Card	жж		
	CVV Number	•••		What is CVV number?
	Expiry Date	Jul (7) ~	2024	~
	Note: In the next	step you will be red	firected to your bank	K's website to verify yourself.
		Pay N	low	
		or Go b		

The confirmation of successful payment of Registration Fee is shown with the "Transaction is successful" item in the below web page Payment Status along with "Payment Id". (Note: Preserve both the IDs for future correspondence). Click on the encircled button "Proceed to Fill Application" and you will be taken to the next screen.



Candidate has two options either to proceed to fill in the application immediately or at a later date [** Refer to last dates]. Click on "Proceed to Fill Application" to fill the application immediately and you will be taken to the Application screen as described in step 3. If you choose another day to fill the application, simply close the window and in such case, you need to start from step 3.

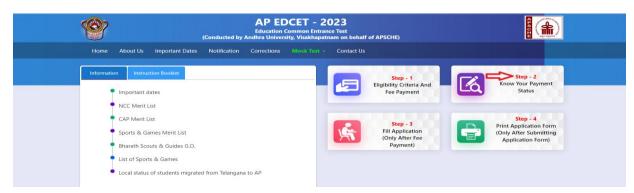
In a rare case, if the amount is deducted from your account and the message "Transaction is successful" or the payment ID is not displayed, wait for few hours and check your payment status as described in step 2.

Otherwise pay the registration fee again as in step 1. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account.

Step 2: Know Your Payment Status

Click on **Know Your Payment Status** tab for checking the status of the payment **Candidate can check the status of payment made through this option.**

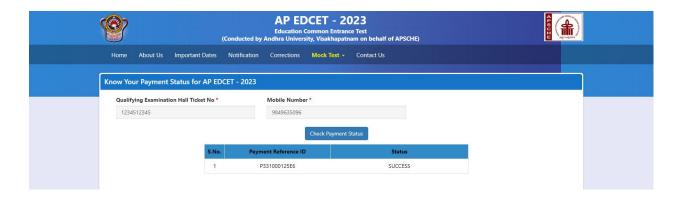
After clicking on **Know Your Payment Status** Tab, the following page will be displayed.



After clicking on **Know Your Payment Status** Tab, the following page will be displayed. Furnish the same **Qualifying Examination Hall Ticket No** and **Mobile Number** as given in step 1 and click on **Check Payment Status** button as shown in the screen below.

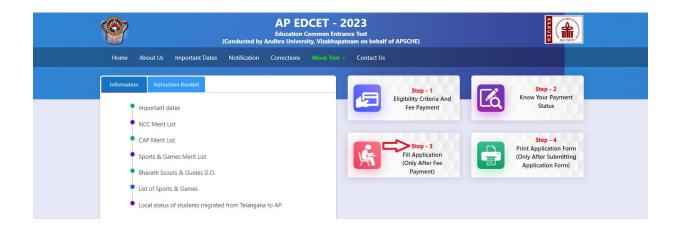


Payment Status of the application will be displayed by clicking on **Check Payment Status** button as show in the screen below.

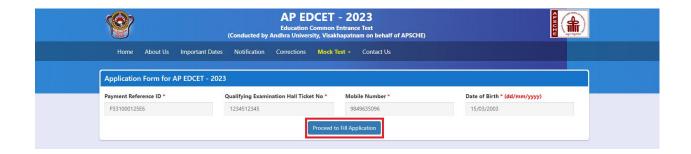


Step 3: Fill Application (Only after Fee Payment)

Candidate can start filling the application by selecting the tab "Fill Application (only after fee payment)" as shown in the screen below.



Clicking on **Fill Application** tab, Application Form for AP EDCET-2023 will be displayed Fill in the details of Payment Reference ID, Qualifying Examination Hall Ticket Number, Mobile Number and Date of Birth and click on **Proceed to fill application** button as shown in the screen below.



After clicking on Proceed to Fill Application button, Application Form for AP EDCET-2023 will be displayed as shown in the screen below.





AP EDCET - 2023

Education Common Entrance Test

(Conducted by Andhra University, Visabhapatnam on behalf of APSCHB)

Home About Us Important Dates Notification Corrections Residence Contact Us

Payment Reference ID *		mination Hall T	icker No	Mobile Number *			Birth * (dd/mm/yyyy)
P331000125E6	1234512345			9849635096		15/03	/2003
Condition Boards							
Candidate Details : Candidate's Name *(as per 55	C or Equivalent Records)	Father's Nam	e *(as per SSC	or Equivalent Records)		Mother's Name *(as	per SSC or Equivalent Records)
S SATISH KUMAR		ENTER FATH				ENTER MOTHER'S N	
Date of Birth * (dd/mm/yyyy))	Gender *				Aadhaar Card Numbe	
15/03/2003 Ration Card Number		O Male	○ Female	 Transgender 		Enter Aadhaar Card	Number
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Annual Income of th	e Parents (Rs.)						
Below Rs 1 Lakh A	bove Rs 1 Lakh and Below Rs 2.	5 Lakhs	O Above Rs 2.	5 Lakhs and below Rs 8	3 Lakhs	O Above Rs 8 Lake Income Certificate Enter Income Cert	Number
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☐ Children of Armed Perso							
☐ Sports & Games							
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PH (Physically Handi	icapped)						
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 HI (Hearing Impaired) 							
☐ OH (Orthopedically Hand Minority / Non-Mino							
	Minority						
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Enter Present House No.(or) (C/O	Enter Preser	nt Village / Stree	t / Locality		Enter Present Manda	al / Town / City
Select	~	Select			~	Enter Present Pin Co	ode
Mobile Number * 9849635096		Alternate Mo	bile Number	her		Telephone Number (Enter TelePhone Nu	
E-Mail Id *							
satishkumar.sarella@aptonlin							
Permanent Address	□ Permanent Add			55			
House No. (or) C/O * Enter Permanent House No.(c	or) C/O		nent Village / S	reet / Locality			
	Pin Coo						
District *	~	State *			~	Pin Code * Enter Permanent Pin	n Code
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eanisation does not confer any right for me to take admission.

Save Provincy Submit

Designed & Developed by APOnline

In the application form, the fields marked with '*' symbol are MANDATORY which cannot be left blank without providing information. The details provided during the Registration Fee payment are frozen and cannot be edited.

Candidates need to fill in the following details in the application form:

1. Candidate Details:

Candidate's Name *(as per SSC or Equivalent Records)	Father's Name *(as per SSC or Equivalent Records)	Mother's Name *(as per SSC or Equivalent Records)	
S SATISH KUMAR	S V BHASKAR RAO	S S DEVI	
Date of Birth * (dd/mm/yyyy)	Gender *	Aadhaar Card Number *	
15/03/2003	Male	4 xxxxxxx 67	

Candidate Name: Name of candidate as entered in fee payment screen will be displayed here and cannot be modified or edited.

Father's Name: The candidate has to enter his / her father's name as per 10th class records in the provided space in CAPITAL LETTERS.

Mother's Name: The candidate has to enter his / her mother's name as per 10th class records in the provided space in CAPITAL LETTERS.

Date of Birth: Date of Birth as entered in fee payment screen will be displayed here and cannot be modified or edited.

Gender: Select your Gender among the three options given.

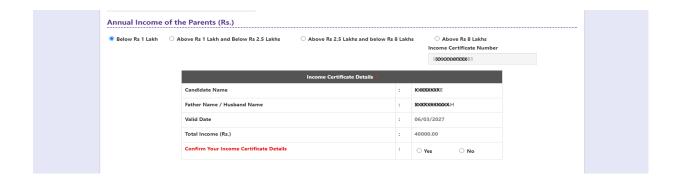
Aadhaar Card Number: Enter your 12-digit Aadhar Card number issued by UIDAI

Ration Card Number: Enter the Ration card number of your family.

Annual Income of the Parents (in Rs.): Select the any one of the four options provided as given below regarding the "Annual Income of the Parents (Rs.):" A valid income certificate issued by competent authority and its number should be entered.

Note: Annual Income of the Parents will be auto populated on entering Income Certificate Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.

If the candidate's **Annual Income of the Parents** are not auto populated on entering **Income Certificate Number**, candidate should enter the **Income Certificate Number** manually and proceed.



Caste Category: Category in the application will be auto populated selected while making Fee Payment I.e., in Step-1,

Enter the caste certificate number issued by the competent authority as shown in the screen below

Note: Caste Certificate Details will be auto populated on entering Caste Certificate

Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Caste Certificate Details** are not auto populated on entering **Caste Certificate Number**, candidate should enter the **Caste Certificate Number** manually and proceed.

Eligible for EWS (Economically Weaker Sections): Click on Yes if you are eligible for EWS and have a latest valid EWS certificate issued by Tahsildar. After clicking on 'Yes' you have to enter the EWS certificate number manually and this will be verified at Helpline Centre.



Note: EWS option in the application will be visible only if the candidate belongs to OC category.

Special Reservation Category: Reservations are provided for candidates with NCC, CAP, Sports & Games, Scouts & Guides and Anglo-Indian categories also. Select the applicable categories for which supportive certificates are available and should be upload as shown in the screen below.

National Cadet Corps (NCC): Enter NCC Merit Number and upload certificate in .PDF file format

Children of Armed Personnel (CAP): Enter CAP Merit Number and upload certificatein .PDF file format

Sports & Games: Enter Sports & Games Merit Number and upload certificate in .PDF

Anglo Indian: Upload certificate in .PDF file format.

Bharat Scouts and Guides: Enter Bharat Scouts and Guides Merit Number (refer list of priorities) and upload certificate in .PDF format.

Special Reservation Category			
☑ National Cadet Corps (NCC)	Enter NCC Merit Number	Choose File No file chosen	(< 100kb pdf)
☑ Children of Armed Personnel (CAP)	Enter CAP Merit Number	Choose File No file chosen	(< 100kb pdf)
✓ Sports & Games	Enter Sports & Games Merit Numb	Choose File No file chosen	(< 100kb pdf)
Bharat Scouts and Guides	Enter BHARAT SCOUTS Merit No	Choose File No file chosen	(< 100kb pdf)

Physically Handicapped:

If the candidate is Physically Handicapped, select the type of disability [Visually impaired (VH) Hearing Impaired (HI), Physically/orthopedically disabled (OH)] check box and enter Sadarem Number.

Note: In case of PH, the medical board certificate issued through SADAREM shall be entered.

Sadarem Certificate Details will be auto populated on entering Sadarem Number.

Select Yes or No to confirm the details populated by the application system as shown in the screen below.



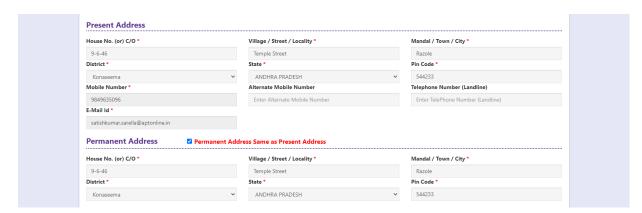
If the candidate's **Sadarem Certificate Details** are not auto populated on entering **Sadarem Number**, candidate should enter the **Sadarem Number** manually and proceed.

Minority/Non-Minority: If the candidate belongs to any of the minority communities such as Muslim, Christian, Buddhist, Sikh, Jain, Zoroastrian or Other minority, click on Minority button and select the applicable minority. Otherwise, if the candidate does not belong to a Minority community, then the non-Minority option need to be selected.



2. Address:

Applicant should enter their Present/Permanent address with the following fields House No or C/O, Village/Street/Locality, Mandal/Town/City, District, State, Pin code, (Mobile No & Email ID will be populated which was furnished at the time of Fee Payment, Step 1).



House No. (Or) C/O: Candidate should enter his/her House Number.

Village/Street /Locality: Candidate should enter his/her Street Number or Locality Number or Village Name.

Mandal/Town/City: Candidate should enter his/her Mandal Name or Town Name or City Name.

District: Candidate should enter his / her District Name.

State: Candidate should enter his/her State Name.

Pin Code: Candidate should enter his/her State Pin Code Number.

Mobile Number & Email ID: (Mobile No & Email ID will be auto populated which was furnished at the time of Fee Payment I.e., in Step 1).

Alternate Mobile Number, Telephone Number (Landline): Candidate can enter another contact number or Land Line Number which will be used to contact in case of not reachable Primary Mobile Number.

Note: Select **Permanent Address** check box if the present address is your **Permanent Address**

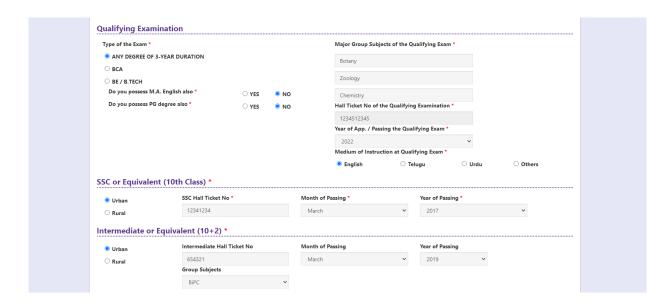
3. **Qualifying Examination:**

Note: Refer Instruction Booklet or Notification for Qualifying Examination details

Select the appropriate type of qualifying examination and also enter the names of the major group subjects (other than language subjects). Also mention whether you are also a postgraduate by selecting yes or no buttons.

Enter the hall ticket number of the qualifying examination and the year of passing the qualifying examination / appearing for the final year of qualifying examination.

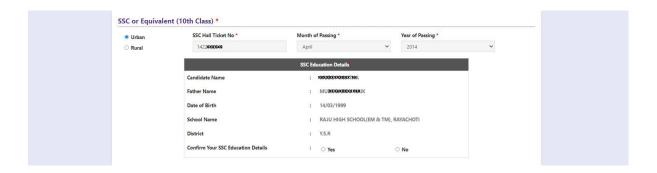
Medium of Instruction at Qualifying Exam: Select the medium of instruction at thequalifying examination.



SSC or Equivalent (10th Class): Candidate should select Urban or Rural location where he/she pursued his/her 10th class study, Enter the SSC (10th class) or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

On entering SSC Hall Ticket No, Month of Passing & Year of passing, Candidate details will be populated if the candidates' details are available in database as shown in the screen below

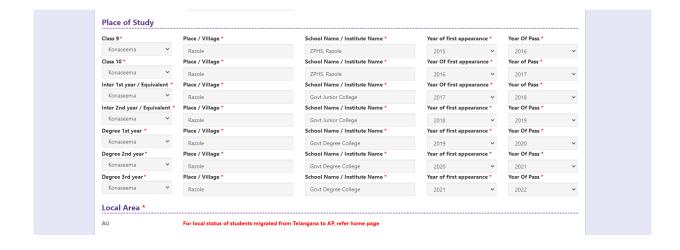
Candidate should enter SSC/Equivalent details manually If the candidates' details are not auto populated.



Intermediate or Equivalent (10+2): Candidate should select Urban or Rural location where he/she pursued his/her 10+2 classes of study Enter the Intermediate / 10+2 or EquivalentHall Ticket No., Month of Passing and Year of Passing.

Places of Study: The candidate has to select the District Name, Place/Village, School Name/Institute Name, Year of Pass and Year of Appearance from the drop-down values related to his study for each class.

If the candidate has studied in a state other than Andhra Pradesh or Telangana, then select OTHER STATE. If studied outside India, select OTHER COUNTRY.



Local Area: Based on the places of study during the preceding 7 years of the qualifying examination, local area is decided.

On entering the candidate's places of study, local area of the candidate is auto populated by the application system i.e., AU, SVU, OU or NL. However, these credentials will be verified based on the certificates produced at the time of admission.

Medium of Instruction at Qualifying Exam: Enter the medium of instruction at the qualifying examination (Intermediate or degree as applicable).

4. Details of Common Entrance Test

Depending on your qualifying degree you may select eligible methodology.



Test Centre Preference:

Select Primary & Secondary Test Center from the drop-down list as shown in the screen below



Candidates are given option to choose two preferences of centers of their choice from the above list. However, Convener reserves the right to allot candidates to any other center(s) in unavoidable circumstances.

Are you appearing for AP LAWCET-2023 also?

As APEDCET and APLAWCET / APPGLCET are scheduled on same day this year, you are required to submit whether you are appearing for APLAWCET / APPGLCET also-Yes or No.

Photo and Signature:

DON'T FORGET to upload your Photograph & Signature. A good quality passport size photograph in .jpg or .jpeg of less than 50Kb and signature signed with a black pen on

a white paper shall be scanned and saved as .jpg or .jpeg of less than 30Kb shall be uploaded by clicking on browse button under the photograph and signature panels and selecting the files already kept ready.



Save and Preview/Submit

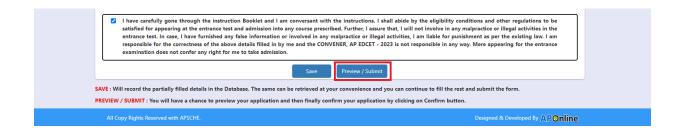
After furnishing ALL the required data and correct particulars, read the declaration at the end of the page and select the check box if you are done with Online Application Form filling. Then, click on save to save the data.



Clicking on **Save** button will save the entered details partially and displays a message as shown in the screen below.



If you are sure of the data entered, you can **Preview/Submit** the online application.



Clicking on **Preview/Submit** button will display the preview page where candidate can review application as shown in the screen below.



AP EDCET - 2023
Education Common Entrance Test
(Conducted by Andhra University, Visakhapatnam on behalf of APSCHE)



Application Preview for	AP EDCET - 2023						
Candidate Details :							
Candidate's Name *		Father's Name *			Mother's Name	•	
S SATISH KUMAR (as per SSC or Equivalent Reco	rds)	S BHASKAR RAO (as per SSC or Equiv	valent Records)		S S DEVI (as per SSC or Eq	uivalent Reco	rds)
Date of Birth * (dd/mm/yyyy)	Gender *			Aadhaar Card N	umber *	
15/03/2003 Ration Card Number		MALE			471713848167		
Annual Income of th	e Parents (Rs.)						
Below Rs 1 Lakh				Income Certif	icate Number		
Category *							
BC_D			Caste Cer	tificate Number			
Special Reservation	Category						
National Cadet Corps (NCC) :							
Children of Armed Personnel	(CAP) : NO						
Sports & Games : NO							
Bharat Scouts and Guides: No PH (Physically Hand							
VH (Visually Handicapped) :							
HI (Hearing Impaired) :NO							
OH (Orthopedically Handica)	pped) :NO						
Minority / Non-Min							
Non-Minority							
Present Address							
House No. (or) C/O *		Village / Street / L	ocality *		Mandal / Town	/ City •	
9-6-46		TEMPLE STREET			RAZOLE		
District * Konaseema		State * ANDHRA PRADES	н		Pin Code * 544233		
Mobile Number *		Alternate Mobile I	Number		Telephone Num	ber (Landline))
9849635096							
E-Mail Id * satishkumar.sarella@aptonlir	ne.in						
Permanent Address							
House No. (or) C/O * 9-6-46		Village / Street / L	ocality *		Mandal / Town	/ City •	
District *		State *			Pin Code *		
Konaseema		ANDHRA PRADES	н		544233		
Qualifying Examinat	ion						
Type of the Exam * ANY DEGREE OF 3-YEAR DUF	RATION		Major Grou BOTANY	p Subjects of the Qu	ialifying Exam *		
DO YOU POSSESS MA ENGLI:	SH ALSO * NO		ZOOLOGY				
DO TOO POSSESS MA ENGLIS	an ALSO		CHEMISTRY				
DO YOU POSSESS PG DEGREE	E ALSO NO		Hall Ticket I 1234512345	No of the Qualifying	Examination *		
				· . / Passing the Quali	ifving Exam *		
			2022	, , , , , , , , , , , , , , , , , , , ,	.,,,		
			Medium of English	Instruction at Qualif	fying Exam *		
SSC or Equivalent (1	0th Class) *						
Urban	SSC Hall Ticket No * 12341234		onth of Passing * arch		Year of Passing *		
Intermediate or Equ	ivalent (10+2) *						
Urban	Intermediate Hall Ticket No 654321		onth of Passing arch		Year of Passing 2019		
Group Subjects BIPC							
Place of Study							
Class 9* Konaseema	Place / Village * RAZOLE		hool Name / Institute I HS RAZOLE	Name *	Year Of first app 2015	earance *	Year Of Pass * 2016
Class 10*	Place / Village *		hool Name / Institute I	Name *	Year Of first app	earance *	Year Of Pass *
Konaseema	RAZOLE	ZP	HS RAZOLE		2016		2017
Inter 1st year / Equivalent* Konaseema	Place / Village * RAZOLE		hool Name / Institute I	Name *	Year Of first app 2017	earance *	Year Of Pass * 2018
Inter 2nd year / Equivalent*	Place / Village *		hool Name / Institute I	Name *	Year Of first app	earance *	Year Of Pass *
Konaseema	RAZOLE	GO	OVT JUNIOR COLLEGE		2018		2019
Degree 1st year* Konaseema	Place / Village * RAZOLE		hool Name / Institute I	Name *	Year Of first app 2019	earance *	Year Of Pass * 2020
Degree 2nd year*	Place / Village *		hool Name / Institute I	Name *	Year Of first app	earance *	Year Of Pass *
Konaseema	RAZOLE		OVT DEGREE COLLEGE		2020		2021
Degree 3rd year* Konaseema	Place / Village * RAZOLE		hool Name / Institute I	Name *	Year Of first app 2021	earance *	Year Of Pass * 2022
Local Area *							2022
AU	For local status of students m						
Details of Common	Entrance Test					Photo &	Signature *
Stream or Methodology of E							Sample Photo
Biological Science							
Do You Wish To Appear The	Test In Urdu Medium?						
Test Centre Preferen	ices	<u>.</u>				1	M
Primary District * KONASEEMA	Preference 1* Amalapuram	Preference : N.A		Preference 3 * N.A		0	D. 10-1
Secondary District * WEST GODAVARI	Preference 1 * Narasapuram	Preference : Bhimavaran	2 *	Preference 3 * Tadepalligudem		ζ.	
	VCET also on the same date : *	NO					

I have carefully gone through the instruction Booklet and I am conversant with the instructions. I shall abide by the eligibility conditions and other regulations to be satisfied for appearing at the entrance test and admission into any course prescribed. Further, I assure that, I will not involve in any malpractice or illegal activities in the entrance test. In case, I have furnished any false information or involved in any malpractice or illegal activities, I am liable for presentment as per the existing law. I am responsible for the correctness of the above details filled in by me and the CONVENER, AP EDCET - 2023 is not responsible in any way. Mere appearing for the entrance examination does not confer any right for me to take admission.

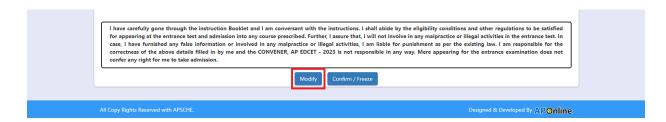


Modify Confirm / Freeze

Modify and Confirm/Freeze

Once the online application is **Submitted**, two buttons pop up **MODIFY** and **CONFIRM** / **FREEZE**.

A click on **Modify** button enables the candidate to re-inspect the entire application to correct any errors or mistakes in the submitted application. **This is only a last chance to rectify the data.**



After the data is modified and saved, the data need to be confirmed by clicking on **CONFIRM/FREEZE** to submit the application finally. The data in the application is frozen and no more editing is allowed.



After clicking on Confirm button, the application will be submitted and a pop-up message will be displayed as shown in the screen below.



The candidate can print the submitted application through this option.

"Your application is submitted successfully. Please note your Registration Number for further reference".

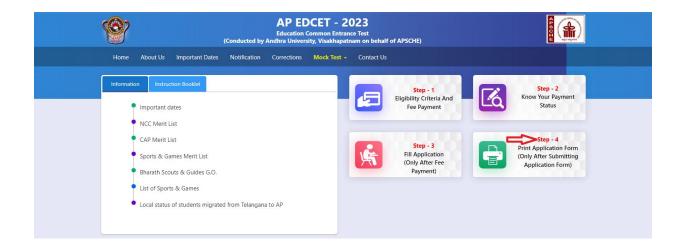
Candidate can take print out of the application by clicking on **Print** button present bottom of the application which is useful for further correspondence. The same should be submitted in the test center. Use the **Registration number** for future reference.



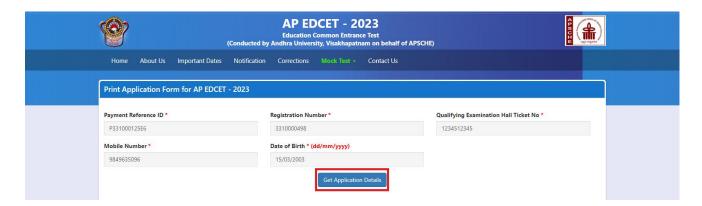
Step 4: Print Application Form (Only After Submitting Application Form)

The candidate can print the submitted application through this option.

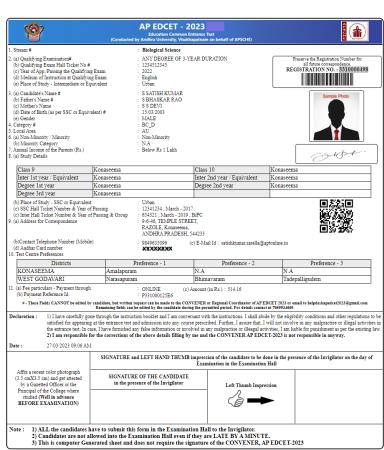
Candidate can take print out of the application by clicking on **Print Application** button which is useful for further correspondence.



After clicking on Print Application Form tab from AP EDCET -2023 Home page, the Print Application Form for AP EDCET-2023 page will be displayed then enter all the mandatory details and click on **Get Application Details** as show in the screen below.



After entering all the mandatory details and clicking on Get Application Details, the print copy of the AP EDCET-2023 application will be displayed for printing as show in the screen below.



Print