

Guidelines for UG Applicants 2025 -2026

Instructions for Applicants

1. Application Process:

- Online Submission: Applications must be submitted online via the official website.
- Device Recommendation: Please use a PC or laptop to fill out the application. Documents uploaded via mobile phones may appear too small or unclear, leading to verification difficulties and potential delays.
- Registration: Register by entering basic details and paying a ₹1000 registration fee through digital payment.
- Login: Use the credentials created during registration to log in and complete the application form. All fields are mandatory.

2. Pre-Submission of Online Application: Registration:

- Register by entering basic details and paying a ₹1000 registration fee through digital payment.
- Use the credentials created during registration to log in and complete the application form.
- Keep photocopies of the following documents ready before proceeding with the online application:
 - A recent formal passport-size photograph (not a selfie).
 - Copies of the 10th final exam mark sheet, 12th mid-term mark sheet, Aadhaar Card number, and APAAR ID.
 - SII ID for NRI/Foreign students.

3. Fill Out the Application:

- The application consists of three sections: Personal details, Family details, and Academic details.
- Ensure that the name, date of birth, and registered mobile number match the details in the SSLC/Class 10th marks card and Aadhaar card to avoid discrepancies during verification.

4. Upload Documents:

- i. Upload copies of the Aadhaar card, SSLC/Class 10th, 1 PU/Class 11th final exam, and II PU/Class 12th mid-term mark sheets, along with a copy of your recent formal passport-size photograph (selfies are not permitted).

5. Application Submission:

- Save and edit the application any time before final submission.
- Verify that all details filled in the application form are accurate and complete before submission, as errors may lead to disqualification.

6. Post-Submission of Online Application:

6.1 Xavier University Entrance Test (XUET):

- Applicants will receive a notification via SMS/email with a schedule for their XUET.
- The XUET will be conducted for one hour and will consist of
- 50 multiple-choice questions (MCQs) and a paragraph writing section.
- The XUET will include General Knowledge, English Proficiency, and Aptitude-based questions covering topics previously studied by the students and relevant to the course.
- Instructions and login details, along with the XUET date and time, will be shared via email/SMS two days in advance.
- NRI and foreign students must attend the XUET as per the given schedule.
- Applicants are required to log in 10 minutes before the XUET to complete the identification verification process and keep their Aadhaar card ready.

6.2 Interview:

- Following the XUET, applicants will undergo an interview/interaction with the faculty.
- Selected candidates will be notified of their interview date and time via SMS or email two days before the scheduled interview. Please be punctual, as rescheduling will be challenging due to the high volume of candidates already scheduled.
- On the day of the interview, please bring the following documents:
- A signed copy of the online application (duly signed by both the parent and student).
- Photocopies of all uploaded mark sheets.
- Photocopies of the Aadhaar and APAAR card.
- NRI and foreign students must attend the online interview as per the given schedule. Ensure a stable internet connection and upload all required documents digitally in advance.
- Registering through the Study in India portal to generate a unique SII ID is recommended for all NRI and foreign students.

6.3 Provisional Admission:

- Admission will be based on previous academic performance, XUET, and interview results. ²

6.4 Fees and Payments Details:

- The fee structure for various programs is available on the website under the Fee structure.
- Successful candidates must pay the required fees to secure their seats.
- Pay the course fee within 7 days of the interview. Payment can be made online (link will be sent) or at the office counter #9 or 11 at the Administrative block.
- Failure to pay within the specified time will result in admission cancellation.

6.5 Final Admission (Post II PU/+2 Results):

- Once the +2 results are announced and students have received their original marks cards, please ensure the following documents/certificates are submitted to the respective offices to complete the admission process:

7. Required Documents to Complete Final Admission:

- For Students Who Have Passed AISSE (CBSE) or ISC Examination within Bihar
- Transfer Certificate (Original)
- Migration Certificate (Issued by the Board/University under which the candidate has studied/passed)
- Class 12th or equivalent Marks Card (CBSE/ICSE - Original & 1 Attested Photocopy)
- 10th Marks Card (Original & 1 Attested Photocopy)
- Eligibility Certificate
- Migration Certificate (Required if the course is done outside Bihar)

By following these instructions, you can ensure a smooth and successful application process for undergraduate programs at Xavier University, Patna.