

## Steps for Online Registration for the University Application :

1. Go to google and type mumoa.digitaluniversity.ac (without www).
2. Type of Register button on the bottom of the screen.
3. After registering, on the mobile phone you will get the Login Name and OTP (One time password ).
4. Enter the Login Name and OTP and reset password.
5. The new password should be easy to remember, you have to enter it twice for confirmation.
6. Once you login in, you have to start entering your personal details (1). Remember not to put NA in the Last Name.
7. In case your mother tongue is not available, type Hindi as it is the national language.
8. While typing name in the Mother tongue, type every word in English and type spacebar / enter. Please make modifications in English to ensure the name appears the way you pronounce it.
9. Once you fill up the details type “ Save and proceed ” at the bottom of the screen.
10. The next screen is Address (2) details.
11. In case your Address for Correspondence is different from the Permanent Address type the respective Addresses.
12. Type Urban, Semi Urban or Metropolitan depending upon your location, in case of doubt you can find this information in google.
13. Type only the mandatory fields, **village details are not required**, in case you are not living there. **KEEP VILLAGE FIELD BLANK.**
14. Once you fill up the details type “ Save and proceed “ at the bottom of the screen.
15. The next screen Reservation (3) details.
16. In case of General Category, Category Type is GEN and Category is OPEN.
17. For Reserved Class after entering the Category Type, please remember to enter the Category which is the Sub Caste (compulsory), please search for the same in the list provided. The documentary proof will be required for the same. Please note the document processing is dependent on these details.

18. Social Reservation is for “Uniformed Services”, in case you have a family member in the Army, Navy or Airforce, other NA.
19. In case you are “Physically or Mentally Challenged “ type the details in the Specially Abled, otherwise type NA.
20. The next screen Education (4) details.
21. Type your SSC (10<sup>TH</sup>) details after ticking the option.
22. After entering the marks, total marks, enter the 6 digit marksheet number which is the last column on the right hand side. Enter CGPA grade, where marks are not available.
23. The practical columns should be left blank in case you did not attend laboratory based practicals.
24. Type your HSC (12<sup>TH</sup>) details after ticking the option.
25. After entering the marks, total marks, enter the marksheet number. In case you do not have the marksheet, leave it blank.
26. Do not enter the details twice as the system does not permit you to delete.
27. In case it does happen proceed.
28. The next screen is for Uploading photograph and signature(5) details.
29. Please ensure the pixel specifications ( 80 Vertical and 142 Horizontal ).
30. The next screen is for Communication (6) details.
31. Enter alternate mobile number and email address.
32. Once all the details are complete the entire circle will become green.
33. Tick mark all the details on the top of the screen.
34. Tick mark on the bottom of the screen for confirmation.
35. Enter HOSP in the search area. Click on Option number 1. Click on Agree.
36. Click on the HSC box, then click on Submit.
37. Go the Dashboard and Edit, in case you have not entered SSC, HSC Marks.
38. Click on Row Number 1, Rizvi College of Arts, Science and Commerce (181) will be mentioned in the last column.
39. Click on English on the next screen.
40. Tick on One subject in Term 1, automatically all subjects will get Ticked.
41. Similarly Tick on One subject in Term 2, automatically all subjects will get Ticked.
42. Once this is done, you will have to select the documents for uploading.
43. Select the documents Leaving Certificate, Caste Certificate, 10<sup>th</sup> Marksheet, 12<sup>th</sup> Marksheet, Address Proof.

44. Upload the Selected documents
45. You will get the screen for printing with application number.
46. Click on the print icon on the screen.
47. The e-Suvidha form will be generated first, take 2 copies of the same.
48. On the right hand side, a 4 digit code will be generated.
49. Type this details in the next column, then the application form will be generated.
50. Take 2 copies of the same.
51. Ensure your photograph and sign is properly printed.
52. In case you logout or require to edit, login in once again with Login name and password.
53. Sign on the last page of the application form, enter place as Mumbai and today's date and submit the form on the 1<sup>st</sup> floor Administration office.