



**DR. N.T.R UNIVERSITY OF HEALTH SCIENCES**

Government Of Andhra Pradesh

**User Manual**  
**For**  
**Dr. NTR UHS – UG MBBS & BDS**  
**– 2024-25**  
**Competent Authority Quota**  
**Prepared By**

**APOnline**



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## 1 INTRODUCTION

### 1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as. It was inaugurated in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

### 1.2 OBJECTIVES

Facilitating the transition from registration to college joining confirmation for the admission process.

### 1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

## 2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies



### 3 PROCESS FLOW

- ❖ Registration
- ❖ Application Submission
- ❖ Know Your Payment Status
- ❖ Print Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

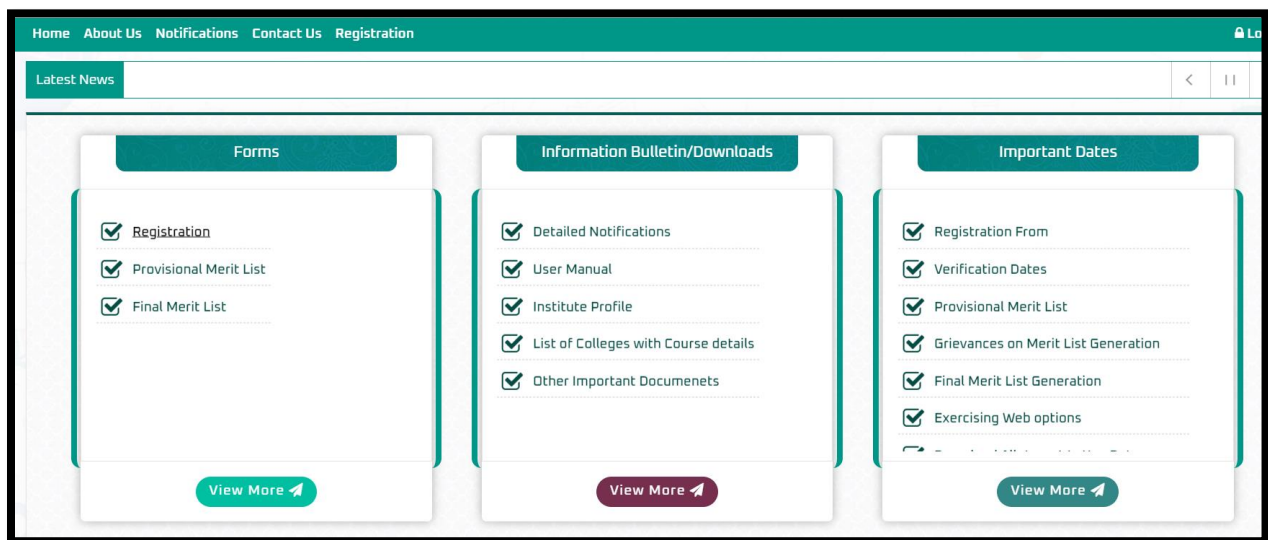


Figure 1: Home Page



### 3.1 Registration:

Click on 'Registration' in the FORMS tile to register for UG MBBS & BDS admissions, as shown in the screen below.

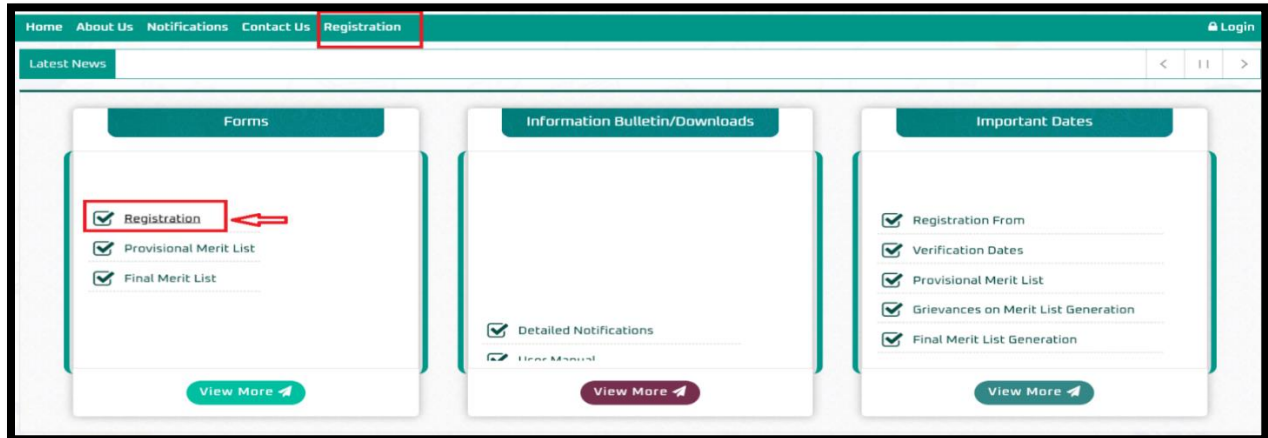


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Candidate Name will be displayed from the NEET data.
- Enter The Mobile Number and Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.

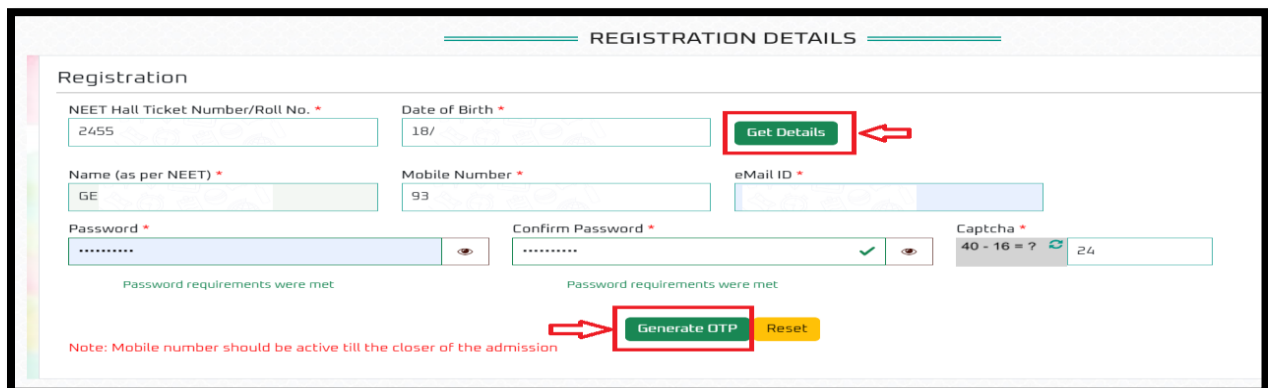


Figure 3: Registration – Get NEET details



An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

The screenshot shows the 'REGISTRATION DETAILS' page. The 'Registration' section contains several input fields: 'NEET Hall Ticket Number/Roll No.' (value: 245), 'Date of Birth' (value: 01/), 'Name (as per NEET)' (value: GHAN), 'Mobile Number' (value: 934), and 'eMail ID' (value: online.in). There are two password fields, both with 'Password requirements were met' and eye icons. A captcha field shows '14 - 9 = ?' and the value '5'. A red box highlights the 'OTP' field with the value '19'. Below the form, there are 'Submit' and 'Reset' buttons, with a red arrow pointing to the 'Submit' button. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

The screenshot shows the 'REGISTRATION DETAILS' page after successful registration. A green 'User Alert!' message box in the top right corner says: 'You have Registered Successfully, Your Registration ID is UG24CQ0'. The form fields are now empty, with placeholder text like 'Enter Hall Ticket Number(Roll No.)', 'Enter Name', 'Enter Mobile Number', 'Enter eMail ID', 'Enter Password', and 'Enter Captcha'. The 'Submit' and 'Reset' buttons are still present. A note at the bottom states: 'Note1: Mobile number should be active till the closer of the admission. Note2: Before applying online, download and review the course prospectus to ensure you meet the eligibility requirements for Local/Non-Local categories under the Competent Authority Quota seats. Application and Verification Fee once paid will not be refunded/adjusted under any circumstances.' At the bottom center, it says 'Your Registration ID is: UG24CQ' and there is a 'Click here to login' button.

Figure 5: Registration – Registration ID (User ID) Generation



### 3.2 Login:

After successful registration, click “Login” to submit your application.

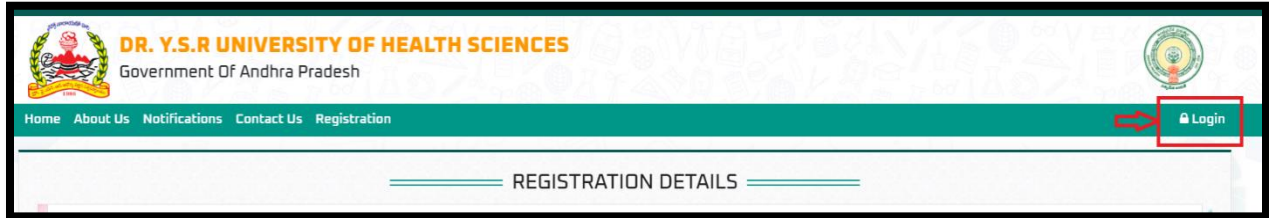


Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

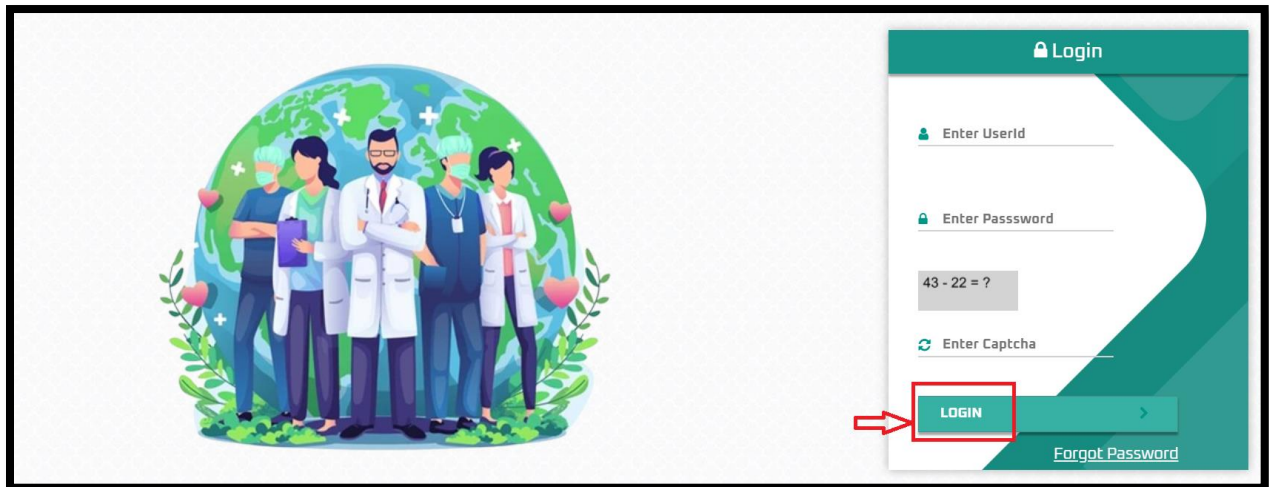


Figure 7: Login Page – Login

### 3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.

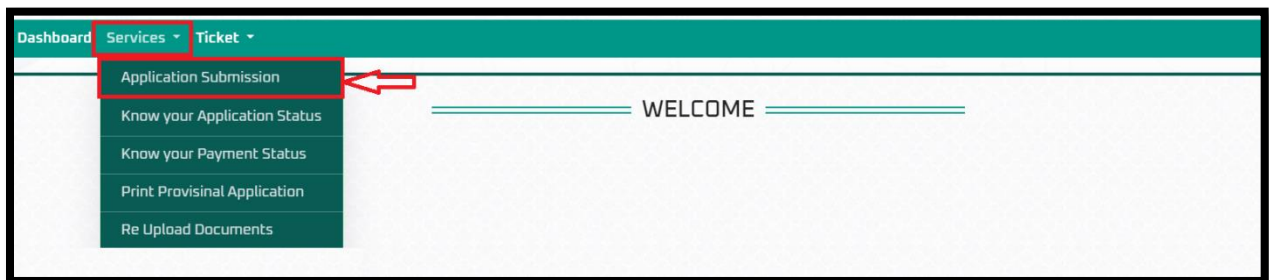


Figure 8: Application Submission – Link





After clicking on the “Application Submission” link, the screen will appear as shown below.

The following tabs will be displayed on the application submission screen:

- a. Personal Details
- b. Payment Details
- c. Local/Non-local Region
- d. Special Categories
- e. Upload Documents

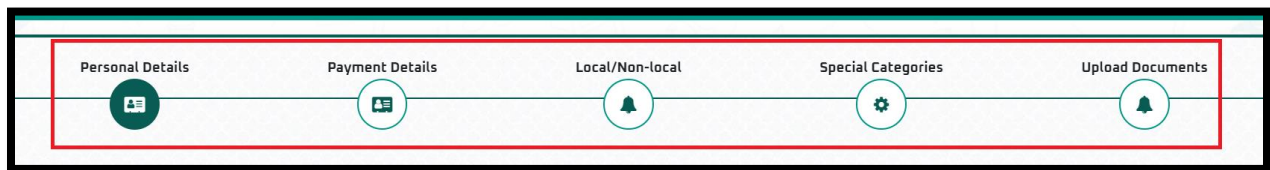


Figure 9: Application Submission – Tabs

**Note:** Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

**Personal Details:**

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.



The screenshot shows a multi-step application form. The top navigation bar includes: Personal Details (selected), Payment Details, Local/Non-local, Special Categories, and Upload Documents. The form is divided into several sections:

- NEET Details:** Includes fields for NEET Roll No/Hall Ticket No., NEET Rank, NEET Score, Name As Per NEET, Date Of Birth, Mother's Name, and Father's Name. A Registration ID (UG24CQ01000083) is displayed.
- Educational Details:** Contains sections for SSC/EQUIVALENT and INTERMEDIATE/EQUIVALENT, with fields for board names, roll numbers, years passed, and marks.
- Personal Details:** Includes fields for Name, Gender, Mobile No., Alternative Mobile No., Aadhaar No., eMail ID, Social Status (Caste), Caste Certificate Issued By, Caste Certificate No., Minority, Caste Subcategory, Caste Certificate District, Income, Citizenship, Date Of Issue Of GC/PIO Card, Anglo Indian, PwBD (Person with Benchmark Disability), PwBD Certificate issued by, PwBD Certificate No., and Disability Percentage.
- Residential Address:** Includes fields for House No/Flat No., Village/Ward Name, State, District, Mandal, Landmark, and Pincode.

A red box highlights the "Save & Continue" button at the bottom right of the form, with a red arrow pointing to it.

Figure 10: Application Submission – Personal Details

After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.



**Fee Payment:**

Figure 11: Application Submission – Fee Payment

After the payment is successful, the payment receipt will be displayed below.  
Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

Figure 12: Application Submission – Payment Success

Note: - While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.



**Educational Local/Non-local Region:**

Based on the candidate's BDS education, they will fall under one of the following regions:

- ❖ Andhra University
- ❖ Sri Venkateswara University
- ❖ Osmania University
- ❖ Non-local

**Andhra University Region/ Sri Venkateswara University Region:**

Candidates should enter and upload details from classes 6 to 12 in the grid for educational region calculation. After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.

Educational Details (For Local Area/Region Validation)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2015	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA
2	XI	2014	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
3	X	2013	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
4	IX	2012	Andhra Pradesh	Anakapalli	test	Choose File PG24CQ1...32919.pdf	NA
5	VIII	2011	Andhra Pradesh	Bapatla	test	Choose File PG24CQ1...32919.pdf	NA
6	VII	2010	Andhra Pradesh	Alluri Sitharama Raju	test	Choose File PG24CQ1...32919.pdf	NA
7	VI	2009	Andhra Pradesh	Ananthapuramu	test	Choose File PG24CQ1...32919.pdf	NA

Region \*  
Andhra University

←Back Save & Continue→

Figure 13: Application Submission – Local – Educational Region



**Osmania University Region:**

The candidate falls under the Osmania University region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim 'APNL' or 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'OU' region are ineligible for the UG MBBS & BDS competent authority quota.

Figure 14: Application Submission – OU Educational Region

- If 'Yes' is selected, two radio buttons will be displayed and select any one radio button.
  - 'Are you claiming Local Status as per G.O. no. 132/171/129/ (If migrated from TG to AP)?'
  - 'Are you claiming APNL?'

Figure 15: Application Submission – OU Region

If you select the 'Are you Claiming Local Status as per G.Os no. 132/171/129/ (If migrated from TG to AP)' radio button, please select the local certificate issued by, the migrated district, and enter the certificate number.



Region \*  
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"  
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) \*  
 Are you Claiming APNL \*

Local Certificate Issued by \*  
--Select--

Local Status Certificate Number \*  
Enter Certificate Number

District Migrated \*  
Select District Migrated

←Back Save & Continue→

Figure 16: Application Submission – OU Region - Migrated from TG to AP

After entering the details, the final region will be displayed as shown below. Click the “Save & Continue” button.

Region \*  
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"  
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) \*  
 Are you Claiming APNL \*

Local Certificate Issued by \*  
AP Meeseva

Local Status Certificate Number \*  
a769876

District Migrated \*  
Guntur

Final Region \*  
Andhra University

←Back Save & Continue→

Figure 17: Application Submission – OU Region Migrated – Final Region

If you select the 'Are you Claiming APNL' radio button, then upload any one of the three specified documents for eligibility.

Region \*  
Osmania University

Do you want to claim "APNL" or "Migrated from TG to AP"  
Yes

Are you Claiming Local status as per G.Os no. 132/171/129/ (If migrated from TG to AP) \*  
 Are you Claiming APNL \*

Minimum 10 Years study Certificate of either of parents,if student in Andhra Pradesh Only (PDF Only / 500 KB) \*  
Choose File No file chosen

(or)  
Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) \*  
Choose File No file chosen

(or)  
Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) \*  
Choose File No file chosen

Final Region \*  
APNL

←Back Save & Continue→

Figure 18: Application Submission – OU Region APNL –APNL





**Non-local Region:**

If candidates come under the non-local region, it will be shown as below.

The candidate should select 'Yes' or 'No' in the 'Do you want to claim 'APNL with AP Domicile'?' dropdown.

If 'No' is selected, the candidates under the non-local region are ineligible for the UG MBBS & BDS competent authority quota.

Region \*  
Non-Local

Do you want to claim "APNL with AP Domicile"  
--Select--  
--Select--  
Yes  
No

Figure 19: Application Submission – Non-local

If 'Yes' is selected, they must upload any one of the three specified documents for eligibility.

Region \*  
Non-Local

Do you want to claim "APNL with AP Domicile"  
Yes

Minimum 10 Years study Certificate of Student/either of parents, if student in Andhra Pradesh Only (PDF Only / 500 KB) \*  
Choose File No file chosen

(or)

Current Employment Certificate of either of parents, if working in Andhra Pradesh Only (PDF Only / 500 KB) \*  
Choose File No file chosen

(or)

Minimum 10 Years Residence Certificate (Only Andhra Pradesh State) of either of parents (PDF Only / 500 KB) \*  
Choose File No file chosen

Final Region \*  
APNL with AP Domicile

←Back Save & Continue→

Figure 20: Application Submission – Non-local – APNL with AP Domicile

➤ **Documents Uploads:**

Candidates should upload all document in PDF format and click “Save Documents”.



**Upload Documents:**  
All uploads must be in PDF format & maximum size of 500KB

S.No	Document Name	Upload Document	Preview
1	SSC Marks Memo (DoB)	Choose File No file chosen	NA
2	Intermediate/Equivalent Marks Memo	Choose File No file chosen	NA
3	Intermediate/Equivalent Transfer Certificate	Choose File No file chosen	NA
4	NEET Rank Card (Re-Revised)	Choose File No file chosen	NA
5	Caste Certificate	Choose File No file chosen	NA
6	Parental Income Certificate or Valid White Ration Card	Choose File No file chosen	NA
7	Anglo Indian Certificate	Choose File No file chosen	NA
8	Aadhaar Card	Choose File No file chosen	NA
9	PwBD (Person with Benchmark Disability) (Latest 3 months)	Choose File No file chosen	NA
10	Indian Overseas Citizen Certificate (OCI Card)	Choose File No file chosen	NA

[← Back](#) [Save Documents](#)

Figure 21: Application Submission – Uploads

**NOTE:** - Please review the details before submitting; No editing option will be available throughout the admission process.

After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

7	BDS Transfer Certificate	Choose File No file chosen	<a href="#">Preview</a>
8	Internship Completion Certificate	Choose File No file chosen	<a href="#">Preview</a>
9	Dental Council Registration Certificate	Choose File No file chosen	<a href="#">Preview</a>
10	LSC Certificate	Choose File No file chosen	<a href="#">Preview</a>

[← Back](#) [Save Documents](#) [Preview Application](#)

Figure 22: Application Submission – Preview Application Link





After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.

**Admission into MBBS & BDS Courses Under Competent Authority (Convenor) Quota, 2024-25**

Registration No.			
NEET UG Roll Number / Ticket No.			
NEET UG Score			
Name As per NEET			
Date of Birth			
Nationality / Race			
Candidate's Name			

<b>PERSONAL DETAILS</b>			
Name (As per Registration)		Gender	
Mobile No.		Alternative Mobile No.	
Address No.		Address No.	
Postal/Zip Code		Postal/Zip Code	
Caste Certificate Issued By		Caste Certificate Number	
Caste Certificate District		Caste Sub-category	
Caste		Income Certificate Issued By	
Income Certificate Not Valid/White Ration Card No.		Date of Issue of Income Card	
Religion		NEET (Person with Benchmark Disability) / PwD Certificate No.	
Anglo Indian		NEET (Person with Benchmark Disability)	
PwD Certificate Issued By		PwD Certificate No.	
Matriculation Percentage			

<b>EDUCATIONAL DETAILS</b>			
House No./Flat No.		Village/Town Name	
State		District	
Pin Code		Landmark	

<b>10th &amp; 12th Examinations</b>			
10th Registration No./Roll No.		10th Seat No.	
Year & Month of Passing		NEET UG Roll Number / Ticket No.	
10th Percentage/Equivalent		Percentage	
12th Registration No./Roll No.		12th Seat No.	
Year & Month of Passing		NEET UG Roll Number / Ticket No.	
12th Percentage/Equivalent		12th Seat No. / Seat Number (if applicable)	
Total Group Marks (Physics + Chemistry + Biology including practical)		12th Percentage (MC)	

Date of Birth		Yes	
Sex		Yes	
Religion		Yes	
Children of Armed Forces/AFV		Yes	
Children of Armed Forces/AFV		Yes	
Married/Not Married		Yes	
Married/Not Married		Yes	
Married/Not Married		Yes	

<b>Educational Details (For Local Area/Region Validation)</b>							
S.No	Year	Year of Study	Medium	Language	Grade	Percentage	Approved Status
1	Yes	2010	English	English	Average	80.00	Yes
2	Yes	2011	English	English	Average	80.00	Yes
3	Yes	2012	English	English	Average	80.00	Yes
4	Yes	2013	English	English	Average	80.00	Yes
5	Yes	2014	English	English	Average	80.00	Yes
6	Yes	2015	English	English	Average	80.00	Yes
7	Yes	2016	English	English	Average	80.00	Yes

<b>REGIONS</b>			
S.No	Region per Academic Year	Region	Region Code
1	Andhra University	Andhra University	

<b>UPLOADED DOCUMENTS</b>	
S.No	Documents
1	Candidate Photo
2	Candidate Signature
3	SSC Marks Memo (DOB)
4	Intermediate/Equivalent Marks Memo
5	Intermediate/Equivalent Transfer Certificate
6	NEET Mark Card (Re-Viewed)
7	Caste Certificate
8	Parental Income Certificate or Valid White Ration Card
9	Anglo Indian Certificate
10	Hearing Card
11	PwD (Person with Benchmark Disability) (Latest 3 months)
12	Indian Overseas Citizen Certificate (IOC Card)

I hereby declare that I read the rules and regulations of the university as notified in the prospectus by the university. I hereby declare that all the entries and statements made in this application are true, complete, and correct to the best of my knowledge and belief. I also declare that I fulfill all the eligibility conditions notified for the UG MBBS & BDS courses applied for. In the event of any information being found false or incorrect, or ineligibility being detected before or after the admission, the university can take action against me as per the rules. If it is detected that I have misled Dr. NTR University of Health Sciences on any issue, I will be solely responsible for all penal consequences thereof.

**Final Submit** **Cancel**

Figure 23: Application Submission – Preview and Submit



A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.

After clicking the “OK” button application will be submitted successfully.

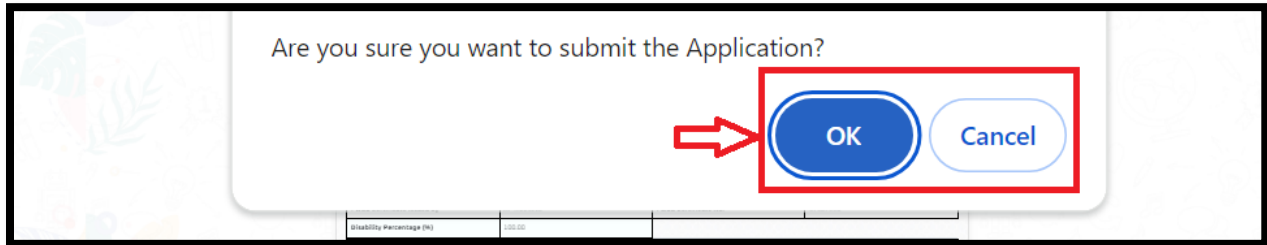


Figure 24: Application Submission – Submission Conformation

### 3.3 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.

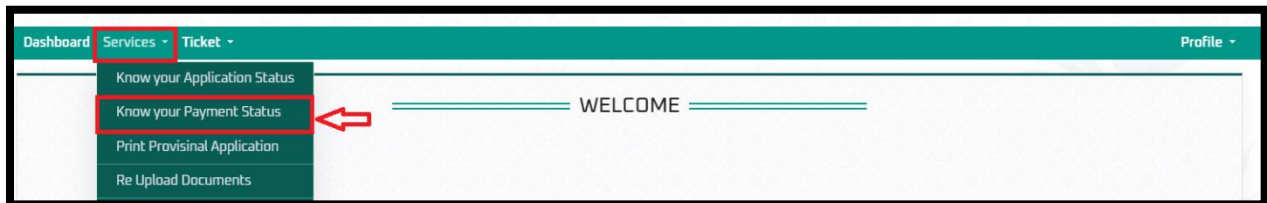


Figure 25: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

You can view payment details or download the payment receipt.

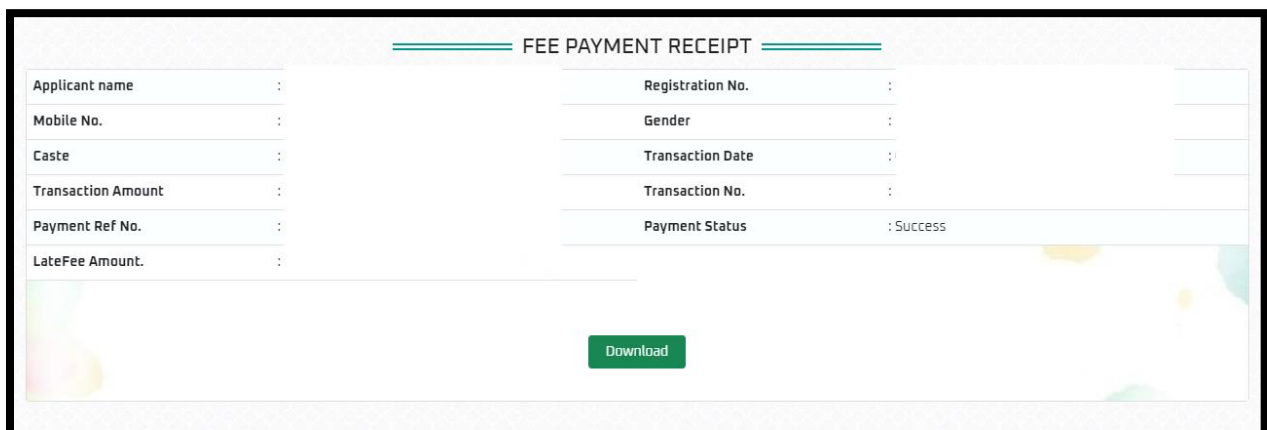


Figure 26: Know your Payment Status - Receipt



### 3.4 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.

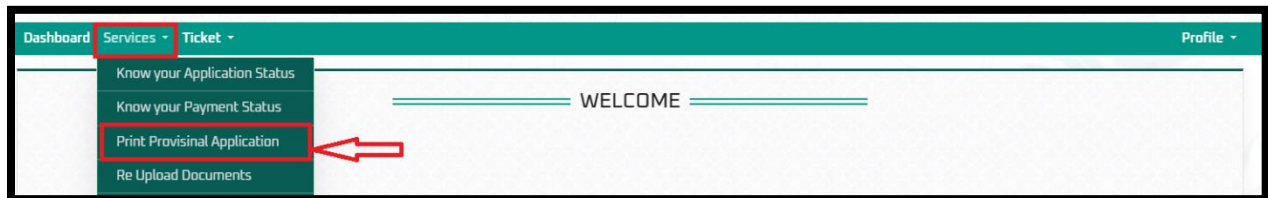


Figure 27: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.

### 3.5 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.

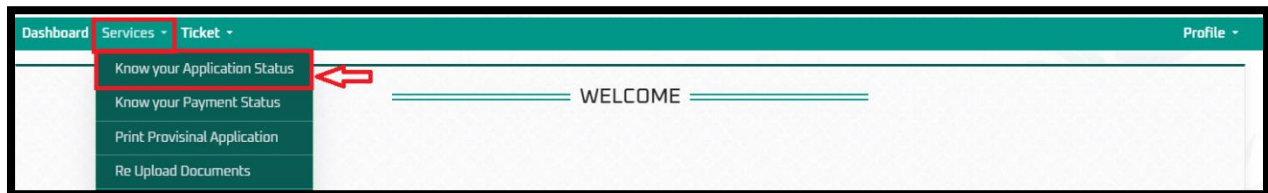


Figure 28: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.



APPLICATION STATUS	
Hall Ticket No.:	Registration No.:
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 29: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

=====END OF DOCUMENT=====