

## **Instructions for Filling the Examination Form**

All the students must ensure that they are eligible for the special examination of centenary chance as per the guideline issued through DU Notifications available on <https://exam.du.ac.in> for the same. The students are also required to ensure that “Examination Forms” are filled in accordance with the university rules. The student shall be responsible for any discrepancy/deviation for the same.

### Steps for filling the Examination Form

#### **Step 1: Determine Your Eligibility**

There are two categories of eligible students. Please find the one that applies to you:

**Category A:** You are eligible if you are already registered on this portal, appeared in previous Centenary Chance Special Examination between 2022 and 2024, and have a maximum of four papers remaining to pass to qualify for your degree.

**Category B:** Undergraduate (U.G.) including LLB students are eligible if their admission year is between 2012 and 2019. Postgraduate (P.G.) students are eligible if their admission year is between 2012 and 2020.

To register, eligible new students should click on the “Register New Student” link on the login page. A registration number will be assigned to you, which you will use to log in and complete your examination form.

**Step-2:** Previously Registered and eligible student shall login by filling the college/department name, registration no, student name, date of birth and email id (which must match with the filled registration form).

After login the student can fill the examination form, upload the photo-signature and final marksheet (issued to him/her after declaring the result of Centenary

Chance Examination) and pay the respective fees according to the paper selection. After completing the examination form, a student can download the "Tentative Examination Form" report. **Once examination fee is submitted it will not be refunded. So, students are suggested to confirm/check/verify the eligibility criteria for appearing in the examination.**

**Step-3:** College/Department/Faculty will confirm the examination form of the student.

**Step-4:** After confirmation of the examination form a student can download the "Provisional Admit Card" from the student portal. So, Students are suggested to check their message box of the student portal regularly.