



# Admission Form

## User Manual

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**Version 0.1**  
**07/01/2024**

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# 1. Introduction

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**This manual is designed to guide you through the process of completing and submitting the admission form accurately and efficiently. Our aim is to make the admission process as smooth and straightforward as possible.**

## 1.1 Overview

- **The purpose of this admission form is to collect all necessary information for admission into our university. It is important to fill out the form with accurate and up-to-date information to avoid any delays or issues in the admission process because you may not be able to update the admission form, once submitted.**

## 2. Using the System

### Step 1:

Please visit <https://apps.mssu.ac.in/StudenPortals/Login.aspx> to fill the enrolment form.

Student Portal

Important Notice

Exam Form Start Date : 24 November 2023  
Exam Form User Manual

Enrollment Form

**NEW** Click Here To Enroll yourself using Application ID

Username

Password

Forgot Password?

Login

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### Step 2:

enter your application number and click on the fetch details button. This step is very important as you need to select the center and course to which you want to apply. Please remember to submit these details correctly as we will not entertain any changes afterwards.

Maharashtra State Skills University

ENROLLMENT FORM

\* Fields are Mandatory

\* Enter Your Application No. : [Input Field] Fetch Details

Note: Upload CET result in PDF Format only and File size should not be greater than 500 KB.

Student Name : [Input Field] Email ID : [Input Field]

Mobile Number : [Input Field] Select Centre : [Dropdown]

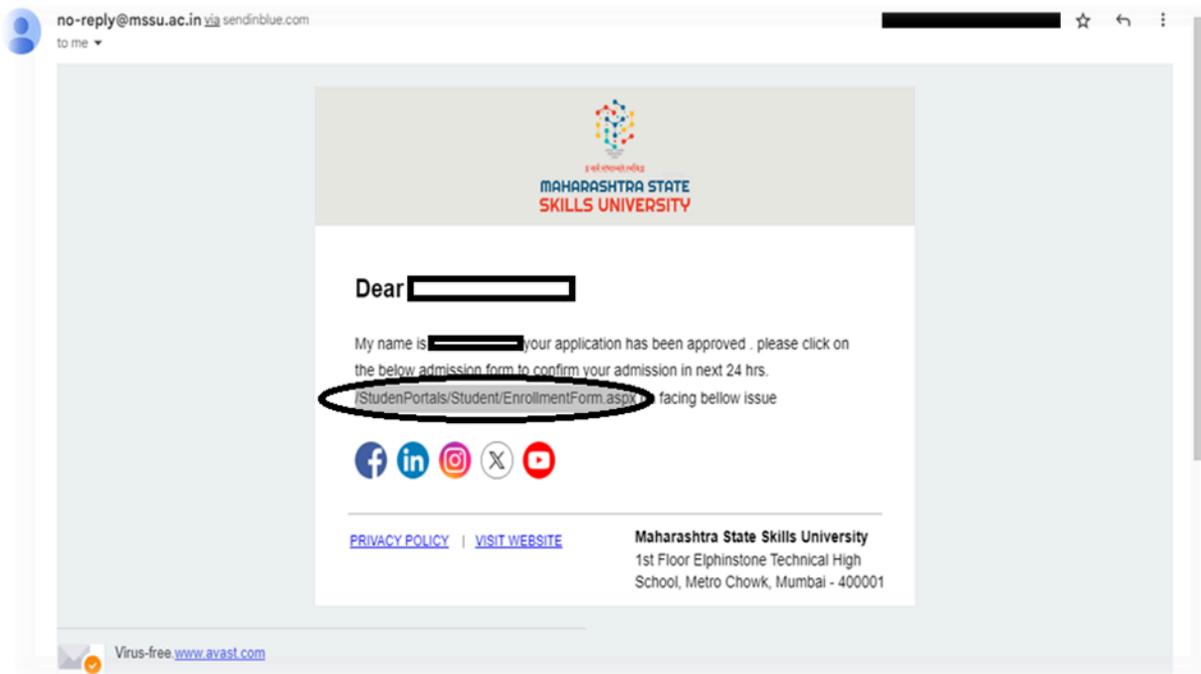
Select Program : [Dropdown] Upload CET Result (PDF) : Choose file No file chosen

Entrance Exam Given : [Input Field] Percentage : [Input Field]

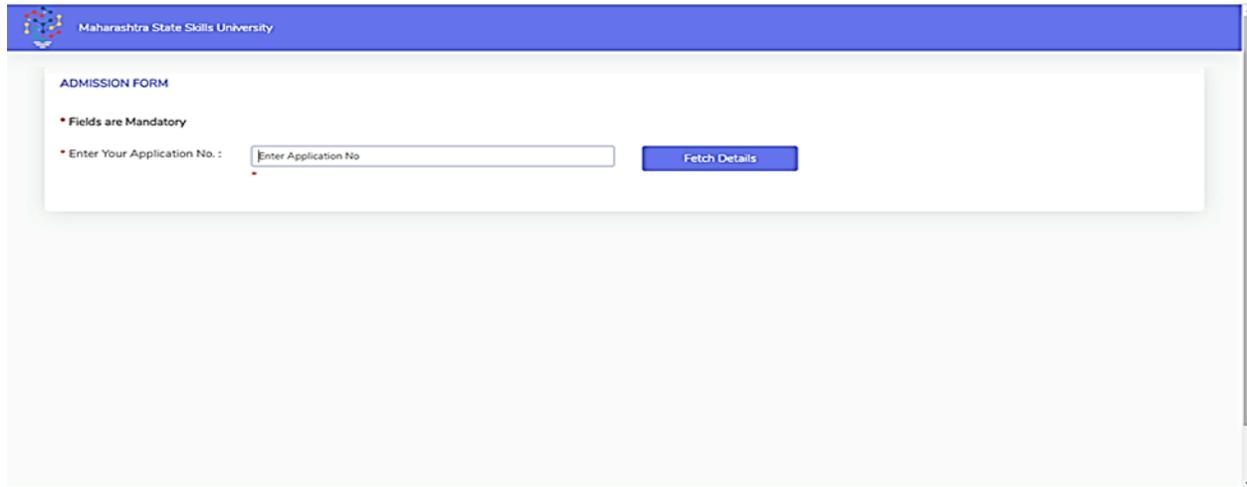
Send Application for Approval

### Step 3:

After successful submission of the enrollment form, it will be shared with the concerned center for approval. Once approved, you receive an email which will have the admission form link as seen below image. Click on the admission form to proceed further to pay rupees 15000/- to confirm your admission.



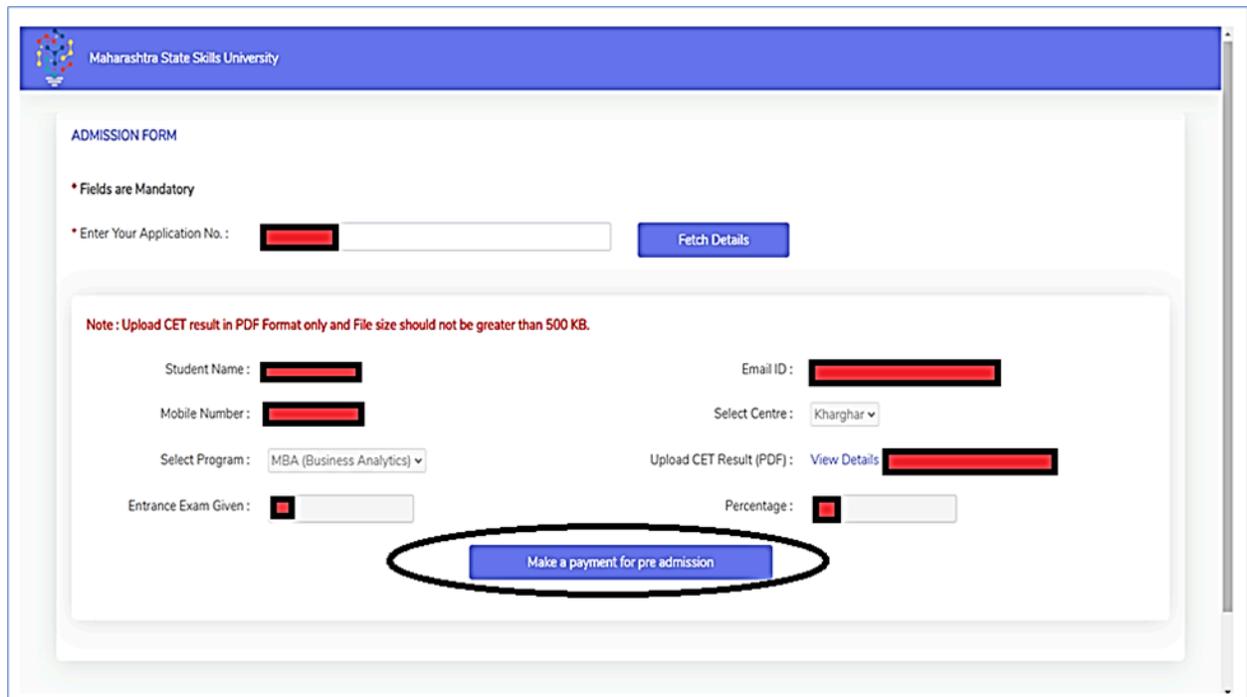
**Step 4:** The admission form will look like this



The screenshot shows the top part of the admission form. At the top left is the Maharashtra State Skills University logo and name. Below it, the heading "ADMISSION FORM" is displayed. A note states "Fields are Mandatory". Underneath, there is a label "Enter Your Application No.:" followed by a text input field containing "Enter Application No" and a blue button labeled "Fetch Details".

**Step 5:**

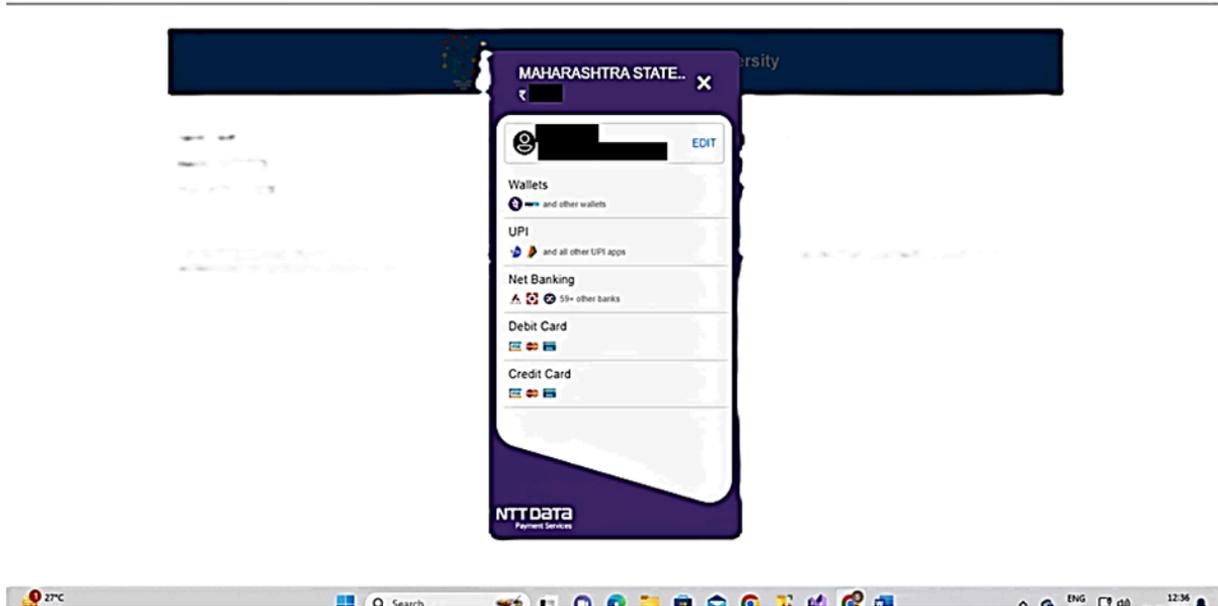
enter your application no. and click on fetch details button. click on make payment for the preadmission button.



This screenshot shows the full admission form. It includes the university header, the "ADMISSION FORM" heading, and the "Fields are Mandatory" note. The "Enter Your Application No.:" field is filled with a redacted value, and the "Fetch Details" button is visible. Below this is a note: "Note : Upload CET result in PDF Format only and File size should not be greater than 500 KB." The form contains several fields: "Student Name", "Email ID", "Mobile Number", "Select Centre" (with a dropdown menu showing "Kharghar"), "Select Program" (with a dropdown menu showing "MBA (Business Analytics)"), "Entrance Exam Given", and "Percentage". There is also a field for "Upload CET Result (PDF)" with a "View Details" link and a redacted value. At the bottom center, a blue button labeled "Make a payment for pre admission" is circled in black.

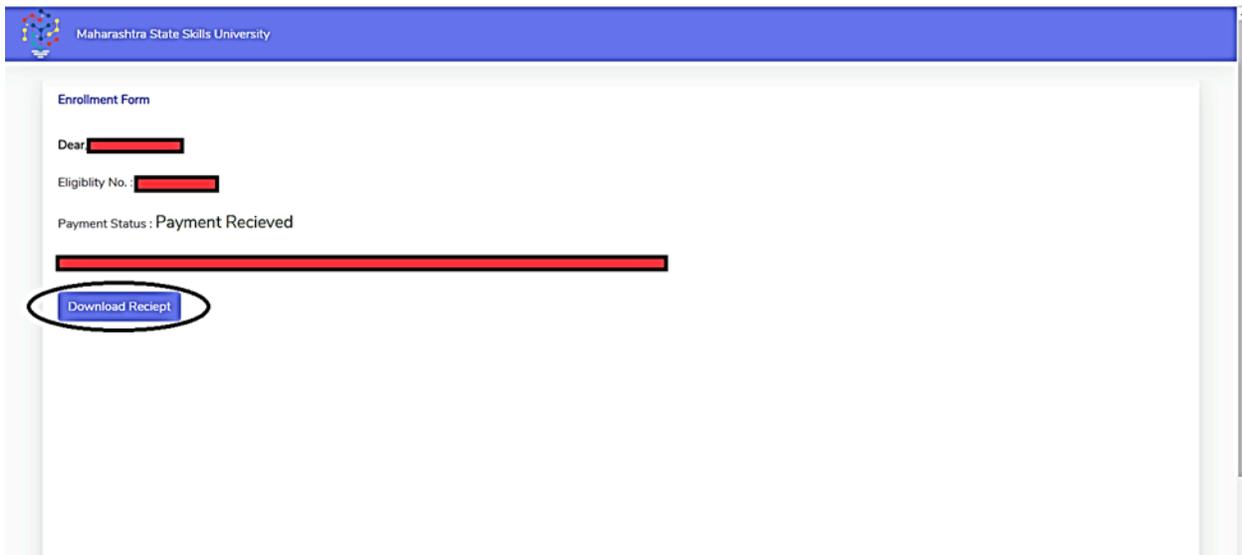
**Step 6:**

You will be able to pay rupees 15000/- online through debit/credit card, upi, netbanking, etc.



**Step 7:**

After successful payment, you will be able to download the filled in admission form along with the payment receipt by clicking on the Download receipt button. Take this admission form print out and visit the center for further processing.



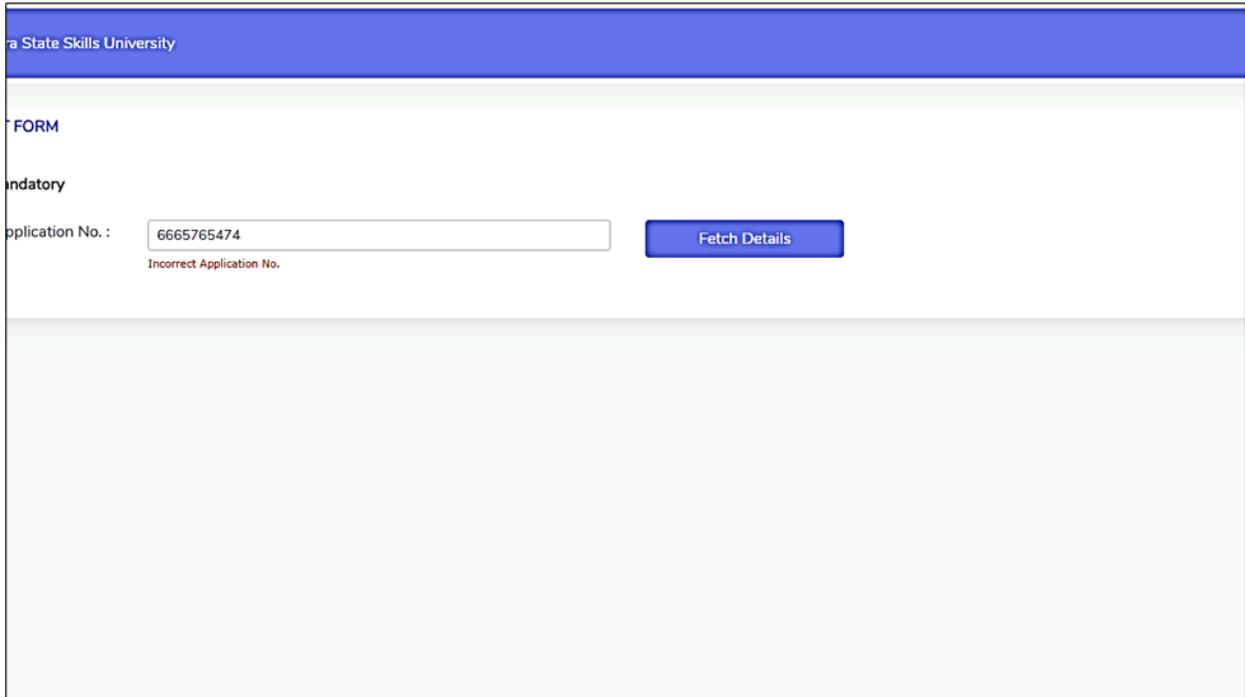
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### 3. Troubleshooting & Support

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#### 3.1 Error Messages

Error1: Application does not exist.



The screenshot shows a web interface for Maharashtra State Skills University. At the top, there is a blue header with the text "Maharashtra State Skills University". Below the header, the word "FORM" is visible. Underneath, the word "Mandatory" is present. There is a label "Application No. :" followed by a text input field containing the number "6665765474". To the right of the input field is a blue button labeled "Fetch Details". Below the input field, a red error message reads "Incorrect Application No.". The rest of the page is a light gray area.

#### 3.2 Support

Table 1 - Support Points of Contact

Contact	Organization	Email
Support	Maharashtra State skills University	admissions@mssu.ac.in