

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIT FOR INTERNATIONAL RELATIONS & ACADEMIC ADMISSIONS (IRAA)**

Academic Admissions-2019

**ONLINE OPTION REGISTRATION / REARRANGEMENT / ALLOTMENT
PG Programmes**

General Instructions:

1. Candidates who are in the rank list of CAT 2019 for MCA, MSc and M Tech Programmes should invariably register/rearrange their options (i.e. in the order of preference of academic programmes they wish to join) in the website <https://admissions.cusat.ac.in/>

The detailed Counselling Procedure for PG/B.Tech Programmes will be published in the website separately.

Candidates applied for the following programmes need not register options:

- a) MA (Applied Economics)
 - b) MA (Hindi)
 - c) MBA
 - d) 3 year LLB (Evening)
 - e) LLM
 - f) LLM IPR
 - g) LLM IP PhD
 - h) LLM IPR PhD
 - i) M.Sc. (Industrial Fisheries)
 - j) Master of Fisheries Science
 - k) M Voc Courses
 - l) M. Sc. Biopolymer Science and MSc Polymer Science (Conducted by CIPET, Kochi)
2. Based on the options submitted by candidates, their eligibility and availability of seats in various programmes, candidates will be allotted to the course opted by them.
 3. **During the period of online allotment, candidates need not come to the University.** However, they must **report at the concerned University teaching Department on the stipulated admission date which will be published separately in the website <https://admissions.cusat.ac.in/>.**
 4. Details of the allotment made will be published in the home page of candidates. The students who get allotment must pay required fees online within the stipulated period.
 5. If a candidate fails to pay the fees within the stipulated period his/her claim for admission will be forfeited. Hence candidates are advised to be **vigilant** while making payment and contact the university in the helpline numbers +91-484-2577100, +91-484-2577159 to sort out issues related to payments.
 6. Merely registering/rearranging options does not entitle a candidate to be considered for admission to any programmes of the University. It will be subject to the fulfillment of

the eligibility criteria prescribed in the prospectus and relevant rules of the University. It is the responsibility of the candidates to prove their eligibility for admission to various courses of the University by producing the required documents to prove their eligibility, community, creamy layer status etc. If any candidate is unable to produce the required/mandatory certificates at the time of certificate verification, their claim for admission to the programme opted by them and allotted to them will be forfeited. Hence the onus of proving the claim for admission lies with the candidate and not with the University.

7. The verification of eligibility of the candidate for admission to a programme is done by the University only after the allotment of seats to the candidate based on his/her options.
8. The candidates can modify **options** once exercised by them till the last date of online option registration. However, the online options stored in the University database as on the date and time of closing of online option registration shall be treated as final. Only this option will be considered for further processing.
9. Maintaining the confidentiality of the password and other login credentials shall be the sole responsibility of the candidate.

How to register online options - Step-by-step Procedure

1. Take a print out of this instruction manual and read it carefully
2. In order to register options, candidates should login to their home page using their User Id and password
3. In the candidate's home page, click on the appropriate link to proceed to option registration
4. MCA / MCA Lateral Entry Candidates can exercise a maximum of four options. They can select preferred options using the dropdown menu. Clear button is provided in the option registration page to clear the selected options.
5. For MSc/MFSc courses rank holder can only rearrange options. No addition or removal of options is permitted. The order of the selected options can be changed using the 'Up' or 'Down' buttons.
6. Now click Submit button to get the preview of the options exercised
7. The Candidate can now click 'Confirm' button to finalize the registered options or click 'Back' button to go back to the previous page to make changes
8. After finalizing options candidates should take a print out of their registered options and should terminate their session by clicking the logout button
9. Candidates can modify their options till the last date of option registration.
10. No changes will be permitted after the last date of option registration/rearrangement under any circumstances
