Amrita Vishwa Vidyapeetham
Amrita Health Sciences Campus, Kochi

Offering Bachelors, Masters and Doctoral Programs in Medicine, Dentistry, Nursing, Pharmacy & Allied Health Sciences

Instructions for submission of the application form Online

ADMISSIONS 2014- PG Courses

The Application to the below mentioned courses are to be made only by Online

Application fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD/MS/PG Diploma</td>
<td>Rs 2000</td>
</tr>
<tr>
<td>MDS</td>
<td>Rs 2000</td>
</tr>
<tr>
<td>MPharm/PharmD (PB)</td>
<td>Rs 1000</td>
</tr>
<tr>
<td>MSc(Nursing)</td>
<td>Rs 1500</td>
</tr>
<tr>
<td>Master of Hospital Administration (MHA)</td>
<td>Rs 500</td>
</tr>
<tr>
<td>Allied Health Sciences</td>
<td>Rs 500</td>
</tr>
</tbody>
</table>

Application fee can be paid by way of a Demand draft favouring AMRITA VISHWA VIDYAPEETHAM payable at Kochi or Ernakulam or pay to any branches of DHANLAXMI Bank by using a Cash Voucher. The Cash voucher is available only in the Website and has to be downloaded before going to the branch for remittance.

Candidates making payment by way of DD shall attach the original DD along with the confirmation copy***

Cash voucher is in triplicate which the candidate has to submit to the bank along with cash. Bank will accept the cash and retain the bankers copy and return remaining two copies (one for the candidate and the other for the Institution) Institution copy shall be attached with the confirmation copy and submit to the Admission Coordinator before the last date specified.

***Confirmation copy- Generated by the online admission portal at the end of successful filling of the application form. Only after receipt of the confirmation copy along with payment details the Admission office will initiate the processing of application
OARS PORTAL – Applying for a Program

For ONLINE applications, before beginning to register into the OARS Portal, make sure you have the following in hand:

- A valid, actively used Email ID
- Soft copy of the candidate photo
- DD [or] Cash voucher to enter the payment details

After you have the above handy with you, proceed to register into the OARS portal.

AMRITA MULTI CAMPUS
ONLINE APPLICATION REGISTRATION & COUNSELLING SYSTEM

Click here to begin registering into the OARS Portal
Detailed Instructions to help you with OARS Portal Registration is given below:

1. A Valid Email ID is required for registering to OARS portal (If you do not have an Email ID, we recommend you create a free email account using Gmail)

2) Enter your Full Name, Email ID, Code and click "Register" button – The password to OARS portal will be sent to the Email ID that you provided

3) Login to your email and check your Inbox (or Spam folder) for an Email from “Amrita Medical Admissions” – Copy the password text [IMPORTANT NOTE: Make sure you select ONLY the password and not blank spaces!] and follow the link back to the OARS portal.

4) Enter the OARS Portal with your Email ID and Password -> You will be able to view the Online Application form

Read through the instructions carefully and click on the “Proceed to register” button at the bottom of the screen

14) The printed Confirmation sheet along with the relevant documents must be mailed by Registered Post / Speed Post / Courier.

15) Ensure that the Confirmation Sheet reaches the admission office by last date mentioned on our website.

You can check the Status of Application form (Not Received; Received; Approved; Hall Ticket Released) from the OARS Portal

Enter your name, valid, actively used email id as shown and the code displayed and click on “REGISTER”

If the email provided is valid, you will get a confirmation message as shown below

Your OARS User name is oarstestuser@gmail.com
Check your EMAIL for the Password to OARS Portal. You should look in the Inbox or Spam folder for an email from "Amrita Medical Admissions". Follow the link in the email to come back to OARS portal to login and begin filling your Application form.
CHECK YOUR EMAIL to see if you received the Account Sign Up email from Amrita_Medical_Admissions

IMPORTANT NOTE: Do NOT delete this email. You can change your password after logging in using the password given in this email, but if you are not changing it, you can always use this email to get the password. There is also a “FORGOT PASSWORD” link which can be used to get a new password sent to your email id

Amrita OARS 2014 : Account Sign Up

Amrita_Medical_Admissions@aims.amrita.edu
to me, cars.help

Dear Candidate,

You have successfully registered in the OARS portal! Given below are your login details

User Name : oarstestuser@gmail.com
Password : hOm12n

Before proceeding to fill in the Online Application Form, make sure you have the following ready:
1) Soft copy of recent (taken after 1st January 2014) passport size color photograph. Photograph should be taken in a white/light colored background. The image should be in JPEG format and also on a standard 4.5cm x 3.5cm print. Maximum pixel resolution for JPEG: 640x480 (0.3 Mega pixel). Minimum pixel resolution for JPEG: 320x240
2) Demand draft or Cash Voucher Details that is to be filled in Payment part of OARS portal.

To proceed filling in the Online Application Form - Click on the link below or copy paste the link in a browser and hit enter

http://10.1.0.6.6080/AppFormLogin/auth?applicationFormId=59

With Warm Regards,

Admission Coordinator, Amrita School of Medicine, Kochi – 682041,
Ph: 0484 295 6373; 0484 400 8373,
Email: ugadmisions@aims.amrita.edu

Make sure you copy the password correctly without any extra spaces

User Name : oarstestuser@gmail.com
Password : hOm12n

Click on the link provided here and use the user name/password in this email to login to the OARS Portal

If you forget your password, use this link to get an automatic password sent to your
Instructions for filling application form

Personal Details

Candidate's Name: 
NEET Reg No: 
Seat Option: —Select—
Mother's Name: 
Father's Name: 
Date of Birth: 
Nationality: —Select—
State to which the Applicant belongs: —Select—
Gender: —Select—
Category: —Select—

Contact Details

House No. / Name: OARS
Locality: OARS
City / Town / Village: OARS
State: Kerala
Country: INDIA
Pin Code: 99999
Email Address: firsttestuser@gmail.com
Mobile No. with Country Code: +91 0000000000
Land Line with STD Code: 044 200000

Candidate Details

Qualification: MBBS
Name of the University: OARS
Name of the College: OARS
Month & Year of Passing: June 2013
Internship Completion (Should complete Internship by 30th April 2014):
From: May 2012 To: June 2013

Save the application form and review thoroughly BEFORE clicking on Submit & Proceed.

Fill accurate information and all the mandatory fields as applicable.

Give a valid Mobile as well as Land line phone number. In case of verification, we might have to reach you!
IMPORTANT NOTE: If you click on “CONFIRM SUBMIT”, you will not be able to edit the information in the application form. You can always register with a new email id in to the OARS portal to re-fill a new application form.

Upload Photo

The image should be in JPEG format and also on a standard 4.5cm x 3.5 cm print resolution for JPEG: 320x240.

Pick the candidates photo from the folder where it is saved. Make sure that the photo meets the specifications provided.
You can always logout and login again — the Photo and Payment Details are mandatory steps which if completed successfully — you will be able to download the Confirmation sheet. So do not hurry to get the steps completed without filling in correct information!

Exam Center: Pick the Exam Center of your choice from the drop down menu (if you see only one, it means there is only one exam center where the exam will be conducted)

Payment Details: There are 2 options namely DD and Cash Voucher. Ensure that you enter the DD No (if you are paying via DD) or the Cash Voucher Tran ID (if you are paying via Cash Voucher) correctly

IMPORTANT NOTE: Any confirmation sheet that is received without a DD or candidate copy of cash voucher will not be approved
Where can I find the DD number in the DD?

Where can I find the Deposit Journal Number in case of Cash Voucher?
You have submitted Online Application for Amrita Medical Admissions. Kindly note down your Application Number that is required for all future communication with us.

Your Application Number: '141012'

The processing of Application form will begin only after successful payment of fee and receipt of Confirmation Sheet along with DD or Amrita Office Copy of Cash Voucher.

Kindly take a printout of the Confirmation Sheet and sign in the space provided. Cut the bottom half of the Confirmation Sheet where the Address Slip is shown and paste on envelope and send along with the relevant documents by Registered Post / Speed Post / Courier to reach us before last date.

Make sure you have Adobe Reader in your computer to open the Confirmation Sheet

You will also receive an email about the successful completion of Application along with your application number

All communication to the Admissions office will require your Application Number – Hence do not delete the emails that you receive!
CONFIRMATION SHEET

You have successfully submitted Application Online. Kindly take the printout of this page. Send this form along with Demand Draft (if paid by DD) or Amrita Office Copy of Cash Voucher (if paid by Cash Voucher) to Amrita Office. Cut bottom half of this page (Address Slip) and paste on envelope and mail along with the relevant documents by Registered Post / Speed Post / Courier to reach latest by 06-March-2014.

Make sure you have applied for the correct program.

Check all the details in the confirmation sheet – if any mistake is found, you can create a new user name and re-apply in the OARS portal.

Signature of candidate and parent/guardian is mandatory.

Cut the ADDRESS SLIP and paste this on the envelope.

Make sure the relevant documents are attached along with payment (DD or Candidate Copy of Cash Voucher).
OARS PORTAL – Check Status of Application Form

To ensure that candidates know what is happening with their submitted Application package, email updates will be sent to your registered email id when the following action happens at the Admissions office. Hence it is imperative that you use an active/valid email id to register into the portal.

- Application Received
- Verification Complete
- Hall Ticket ready to be downloaded

APPLICATION RECEIVED MAIL:

To: Amrita_Medical_Adm
Subject: Amrita OARS 2014 : Application Received

Dear Candidate,

Kindly note that your application has been received. You can track your application status on the OARS portal using your user name/password.

Login to OARS Portal with your User Name/Password:

Welcome OARS Test User

Your Application Number: 141012

Status of your Application: Application Received, Verification in Progress.
VERIFICATION COMPLETE MAIL:

MAIL:

LOGIN TO OARS PORTAL WITH YOUR USER NAME/PASSWORD:

Track your Application

Welcome OARS Test User

Your Application Number: 141012

Status of your Application: DD and other particulars verified. Kindly wait for release of Hall Ticket
Hall ticket can be downloaded from the OARS Portal – Alert mail will be sent when it is ready to be downloaded from the portal as shown above.

LOGIN TO OARS PORTAL WITH YOUR USER NAME/PASSWORD:

- Make sure you have Adobe Reader installed in the computer
- Click on the pdf file to download your hall ticket
- Take a printout in a clean sheet of paper and bring it for your Exam

The printed Confirmation sheet along with the relevant documents must be mailed by Registered Post / Speed Post / Courier.

Admission Co - Ordinator
Amrita School of Medicine
AIMS Ponekkara (PO)
Kochi – 682041
Ph: 0484 285 8373/285 8374/ 285 8375
Ensure that the Confirmation Sheet reaches the admission office by last date mentioned on our website.

**Before mailing**

1. Keep one copy of confirmation sheet for your reference.

2. Fold the application & documents (refer Annexure 1 of Rules & Regulations) at the centre and keep inside a good quality A5 size (12” x 10” ) envelope and paste the **Computer Generated Address Slip** on the envelope.

**Query Centre**

**For Admissions** contact Admission Coordinator, from Monday to Saturday

Phone: 0484 285 8373, 0484 285 8374, 0484 285 8375  
Hours: 10:00 a.m. to 5:00 p.m. IST  
Email: pgadmissions@aims.amrita.edu

**For Technical/ OARS Portal** please send an email to oars.help@gmail.com