## Registration to the Student Exam Portal, Visva-Bharati

- 1. At first open your browser and type <u>vbu.ucanapply.com</u> on the address bar.
- 2. Click on the <u>Student (Click here)</u>

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## 3. Click on the New user? <u>Activation/Register now!</u>

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- 4. **Please select the Login Type:** New Students of UG/PG admitted through counseling.

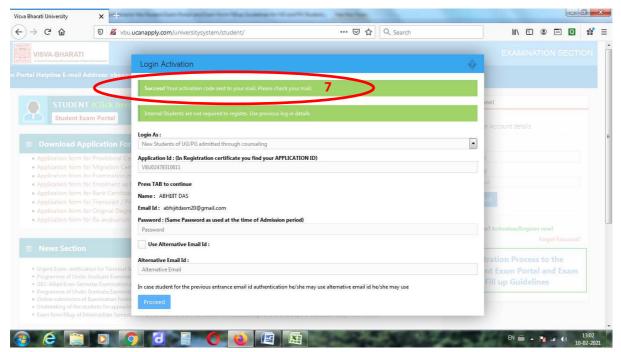
5. Please put your application id in the blank field and press the tab button.

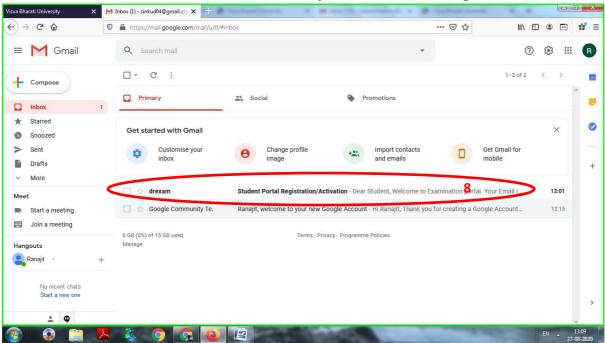
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6. After pressing the tab button you can see your details (Name, Email id and password). Now please carefully note that if you want to register with new Email id or want to change the old Email id which was used at the time of admission form fill up then please click on the use Alternative Email Id and write your new Email id in the Alternative Email Id box and click on the proceed button. If you will register with the same old email id (which was given at the time of admission form fill up) then click on the proceed button.

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7. Please read the message at the top of the Login Activation window. If the message is showing Success! Your activation code sent to your mail. Please check your mail, then open or login to you E-mail account in another window. If not then follow the message and correct your details as per instruction.





8. Click on the e-mail received from **drexam**, **Subject: Student Portal Registration/Activation**.

9. Copy the activation code from the e-mail and click on the activation code.

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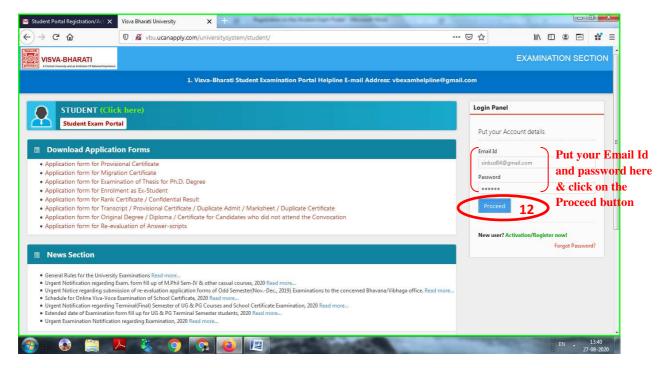
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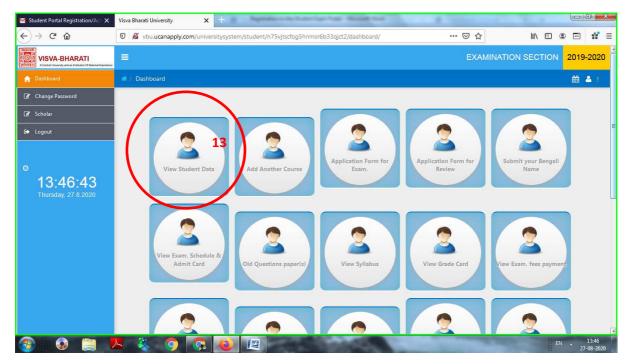
11. Now your account activation has been completed, please click on Go to Home Page.

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12. Now you can access to your Student Exam Portal account, please login now using your E-mail Id and Password(which was given by you at the time of activation, it is also mentioned in the E-mail received from **drexam**, **Subject: Student Portal Registration/Activation**)



13. Now click on the view student data.



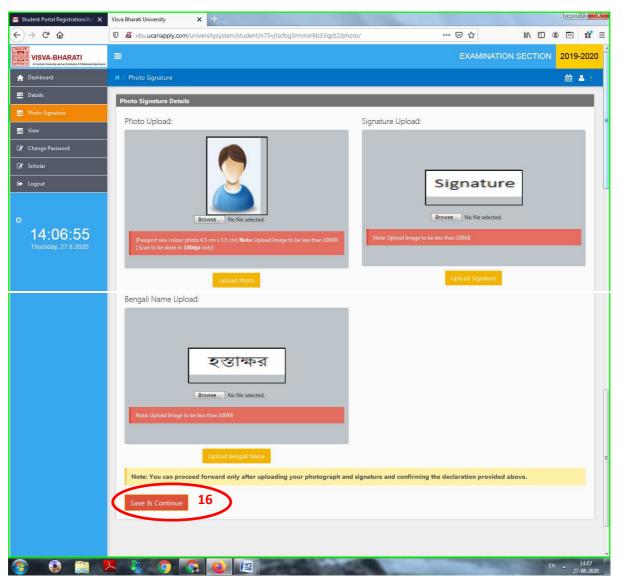
# 14. Click on Add your Details.

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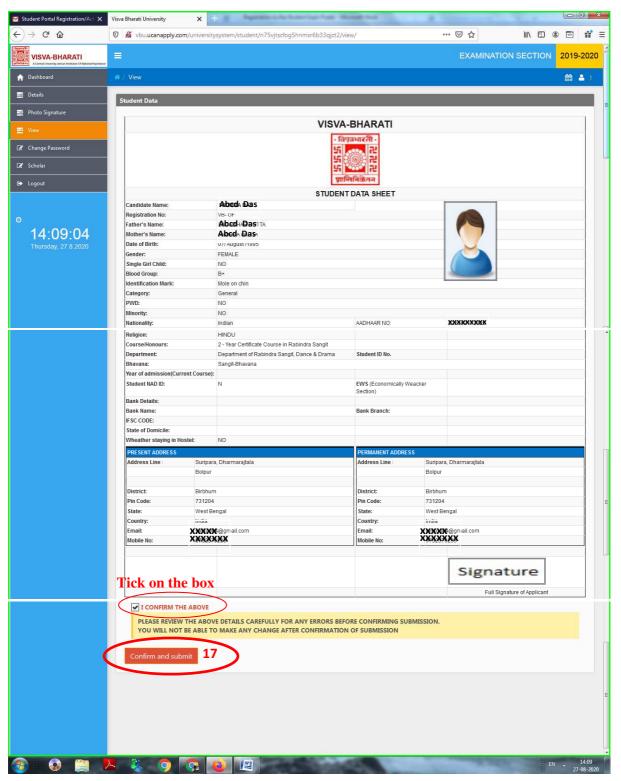
15. Now fill your personal details, course details, contact details in this form. You can left blank the bank details part. Then click on the Save & Continue button.

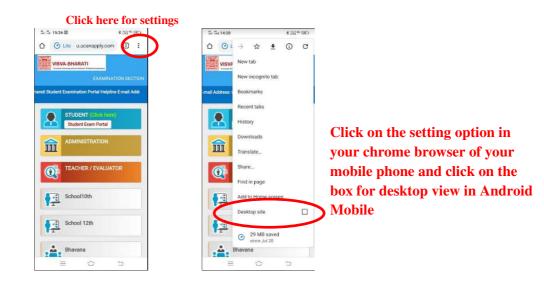
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16. Now you have to upload your photo, signature(English) and signature(Bengali) here. After upload please click on the Save & Continue button.

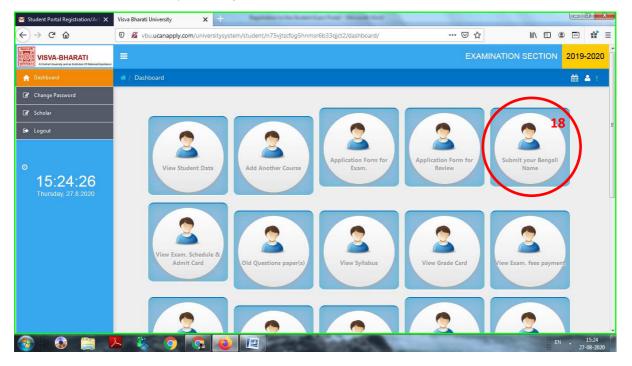


17. Please check your details and click on the Confirm and submit. For Android OS(Smart Mobile Phone) please enable desktop site to view this page otherwise you can't see this page and student data will remain incomplete for your account.





#### 18. Now click on Submit your Bengali Name.



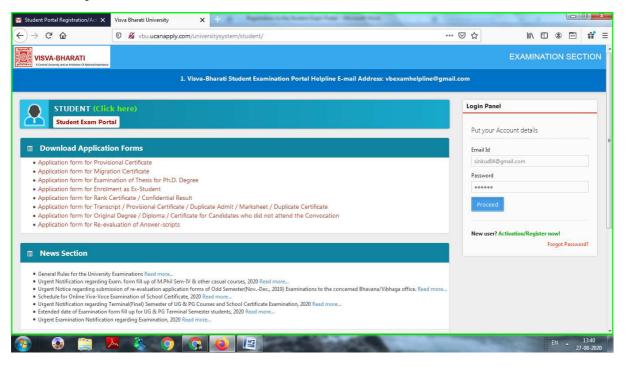
19. Type here your name in English and press the Tab button of your keyboard, in case of mobile select the bengali keyboard and type the bengali name. Now click on Save your Bengali Name.

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	** For the newly registered students while submitting their BENGALI name for the first time, please check carefully before submission of the same. Once submitted you are not further authorised to edit your name and immediately inform online with valid proof of documents in the
	dedicated students help desk (vbexamhelpline@gmail.com) of the Examination Section.
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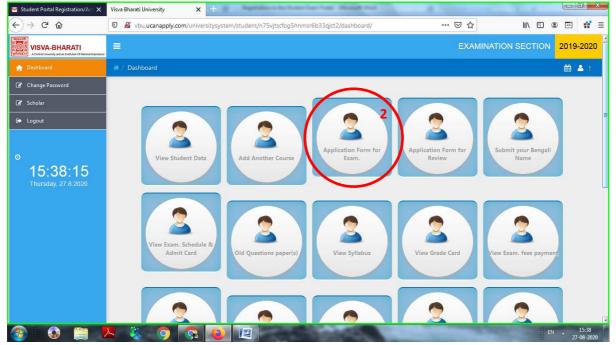
20. Now your registration is complete.

#### How to fill up Examination Application Form

1. First login to your account at Student Exam Portal(http://vbu.ucanapply.com) with your email id and password.



### 2. Click on Application Form for Exam.



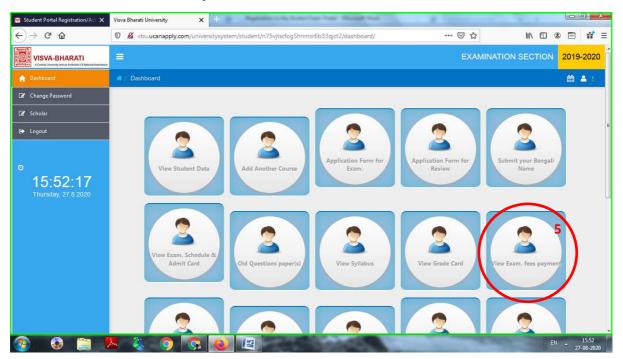
3. Select your course, Type: Regular or Back and Semester from the drop down box. Then choice your papers(if tick is given then no need to choice) and put tick on the I CONFIRM THE ABOVE, after that click on the save button.

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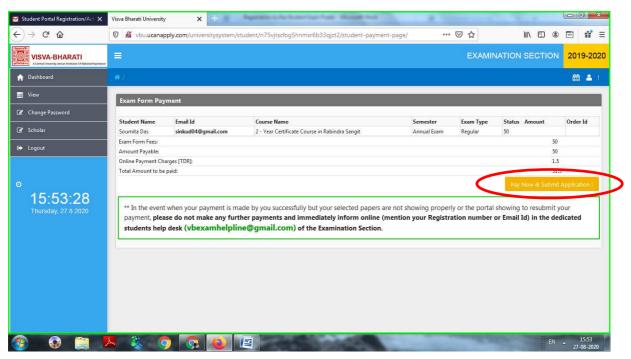
4. Now return to the dashboard by clicking Home/Dashboard.

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5. Select View Exam. fees Payment icon.



6. Click on Pay Now & Submit Application!



7. Now you can pay the fees through UPI, Debit/Credit Card, Net Banking, Wallets etc. Select your suitable option and pay the fees.

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8. After successful payment you will get an E-mail from EBS, please check the status of payment in your mail. After successful payment you can print the Examination Application Form from the Application Form for Exam. icon.