



## Guidelines to Request for LU Registration No.

### Step 1 – Create Account

- To Create Account on LURN Generation System, student will have to submit below details on Create Account panel:
  - Student's Name
  - Date of Birth
  - Mobile No.
  - Email ID
  - Father's Name
  - Mother's Name
- After entering the above details in respective fields, click on **Create Account** button. Thereafter, login password will be shared on student's registered Mobile No. & Email ID.

### Step 2 – Create Account

- Enter registered Email ID, Password and Captcha in respective fields and click on **Login** button. Student will be redirected to their dashboard thereafter.

#### ***Reset Password, if forgotten***

*To recover the login password if forgotten, click on **Forgot Password?** link and verify the registered Email ID through One Time Password. After verification, applicant can reset their password.*

### Step 3 – Submit Application for LU Registration No.

- After login, student will be redirected to Application Form to fill below details:
  - Gender
  - Domicile
  - Caste
  - Caste Certificate No.
  - Nationality
  - Religion
  - Blood Group
  - ID Proof Type
  - ID Proof No.
  - Correspondence Address including Country, State/Union Territory, District & PIN Code
  - Permanent Address including Country, State/Union Territory, District & PIN Code
- After filling details in all respective fields, click on **Save & Continue** button.



#### Step 4 – Preview Filled Application Form

- After submission of details in the Application Form, student will be redirected to preview the filled details.
- Applicants are advised to check the details filled in the Application Form and Edit the required details, if needed, by clicking on **Edit Application** button or going on respective form by clicking on side menu. No changes will be allowed in the Application Form once the Fee is paid.
- After making changes in the application form, if any, read the declaration, select the declaration checkbox and click on **Save & Continue** button.

#### Step 5 – Pay Registration Fee

- After preview and submission of form, student will be redirected to pay the Registration Fee through online mode.
- Once the fee is paid, LU Registration No. will get generated and shared with the student through SMS & Email, and will be made available on their login too.

*Applicant can download the submitted Application Form and Fee Payment Receipt for their reference.*

*SMS & Email alerts will be sent to the students at all necessary steps.*