

Guide to Filling the Undergraduate Application Form (2025)

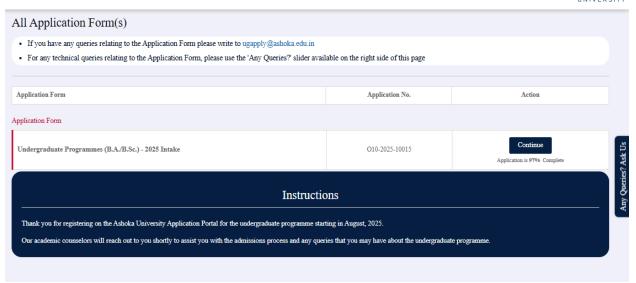
The following document contains a step-by-step walkthrough of the Application Form. You may check the <u>Instruction Manual</u> while filling out your application form for more details on each section. Upon successful registration, you will receive an email to verify your email address. You will then receive a username and password to log in to the application portal. The application form has fourteen sections, including the "Admissions Policies", "General Instructions", and "Declaration" sections. Begin your application by thoroughly reading the Admissions Policies to ensure you are following all instructions.

Although you will be required to complete a particular section by pressing "Next" to move on to the next section, you may always return to previously completed sections through the navigation bar at the top. The "Save & Exit" button saves the information entered and returns to the "All Application Form(s)" screen. You may click "Save & Exit" in case you wish to gather any information or documents before completing your application.

In case of any queries, while filling out the application, you may check for the following

- **a. Mandatory/ Optional indication**: The red star (*) next to any textbox is an indication of a mandatory section. If a text box does not have the red star, you may choose to write information that applies to you.
- **b. Information boxes**: You will be able to see additional clarifications about the information required through **pop-over boxes** over certain sections. You may also be able to access details through an information button (i) containing further information wherever applicable.
- c. General Application Queries (Non-technical): In case of any case-specific queries that you believe are not answered by the above information boxes, you may write to ugapply@ashoka.edu.in and our representative will get in touch with you. Prepare your application with adequate time, so we can assist you in resolving your queries.
- **d.** "Any Queries? Ask us" (Technical): In case of any application errors or glitches with your application, you may raise a query through the section available at the bottom right of the page. In this case, your query will be responded to through the application portal itself (through the "My Queries) section on the left of the application portal.



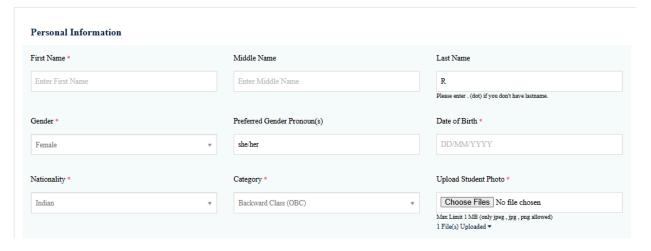


Personal and Contact Details

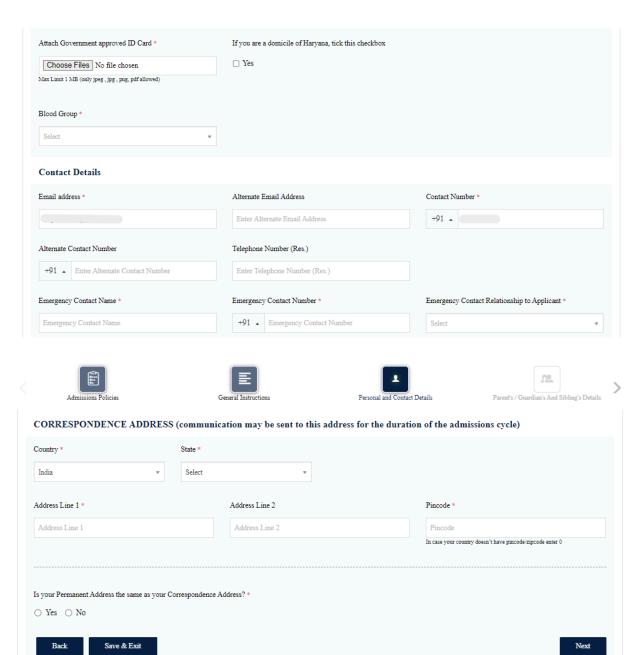
Begin filling in your personal and contact details in the section below. Note that the format for each textbox is clearly stated. For example, if you hover your cursor over the First name section, you see this **pop-over box** which will assist you in entering information accurately:



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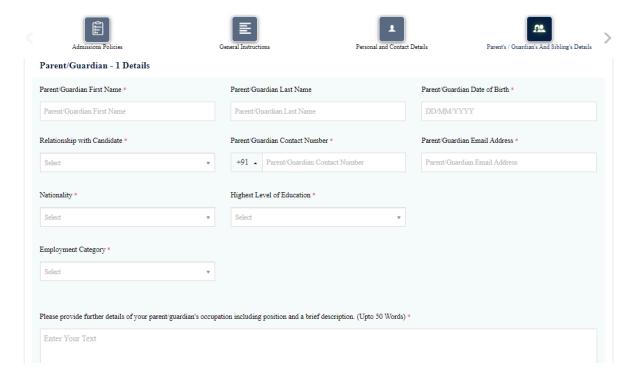


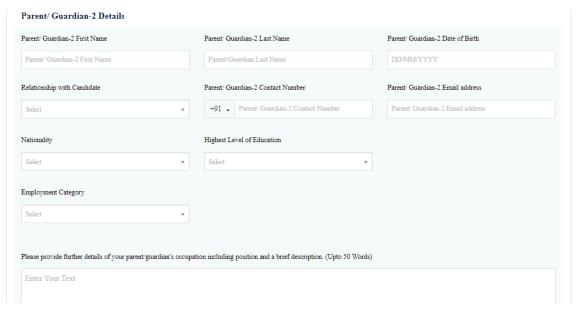




Parent's/Guardian's and Sibling's Details

- Make sure you enter the correct details and spellings of your Parent/Guardian/Sibling at every point. Information cannot be changed once the form is submitted.
- Although details of Parent/Guardian 2 are not mandatory, we require you to fill in these details if relevant. Please fill in all non-mandatory sections if relevant to you.









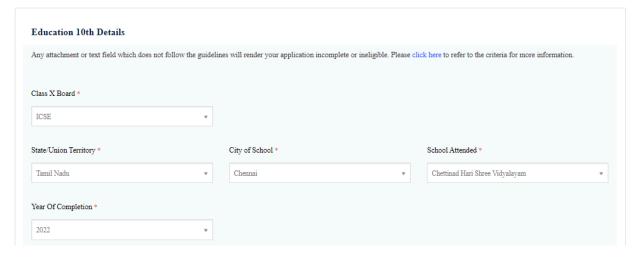
Education 10th Details

Once you enter your class X board and State/Union Territory, the textbox for "city of school" and "school attended" will be enabled. You may then enter your "Year of Completion" and enter your subjects and scores accordingly.

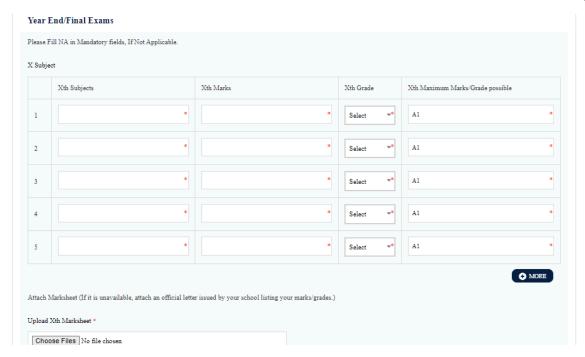
Note: The attachment for Class X is mandatory. If it is unavailable, attach an official letter issued by your school, listing your subjects and marks/grades.



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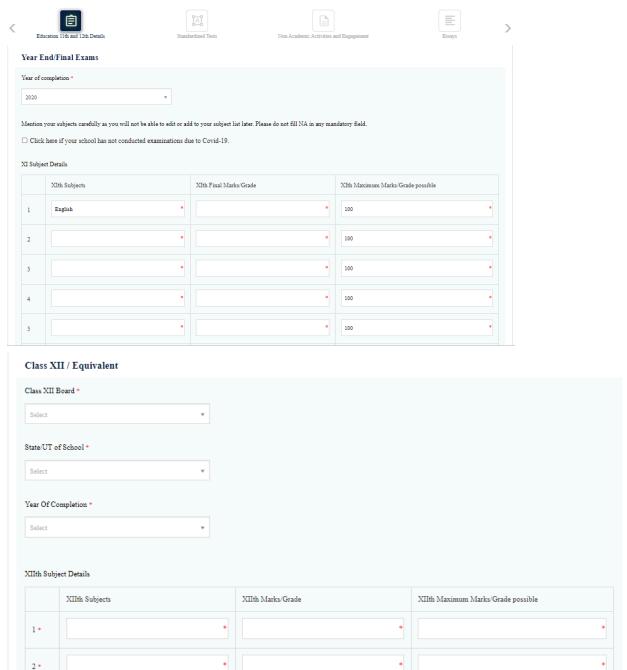


Education 11th and 12th Details

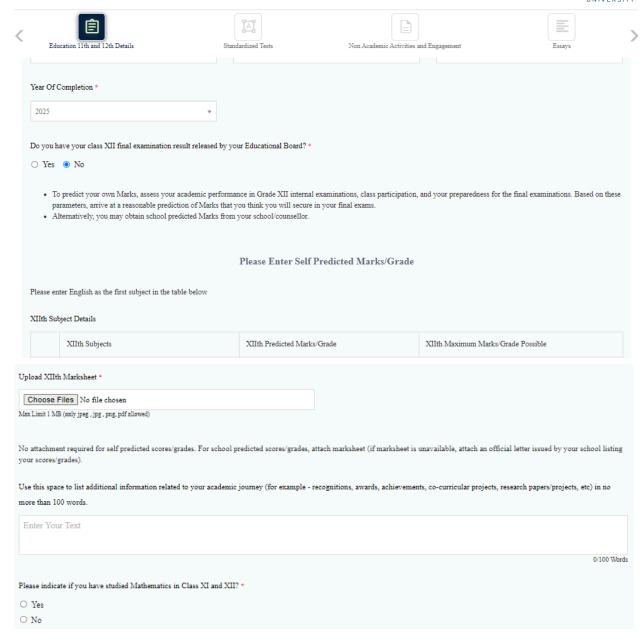
- If you do not have your Class XI mark sheet, please attach a letter issued by your school listing your subjects and marks/grades
- If your Class XII final mark sheet is available at the time of submitting the Application Form, a scanned copy of the original mark sheet must be attached in this section.
- If a candidate is enrolled in the IBDP Programme, they will be required to share additional information regarding their Extended Essay and Theory of Knowledge in the Class XII section of the application form.
- Students enrolled under the Cambridge (A Levels) and IB programmes are required to fill in the details of their school counsellors in the Class XII academic section for them to submit the school's predicted marks/grades.
- If you are enrolled in the IB Programme and have fewer than 5 core subjects, you may enter "NA NA" in the remaining mandatory textboxes if the box does not accept one word.
- Please indicate if you have/had Mathematics as a subject in Class XI and XII and intend to take or have already taken the Class XII Mathematics Examination.
- If relevant to you, please mention your academic achievements, projects undertaken, and other academic or co-curricular engagements in this section. You are required to attach collaterals (if available) to supplement your engagement and achievements

Incomplete / Ineligible warning: Attach valid and legible attachments. Providing incorrect/personal details in this section might render your application ineligible or incomplete. Please closely observe the rules for this section as incorrect attachments/information might render your Application Form ineligible or incomplete.







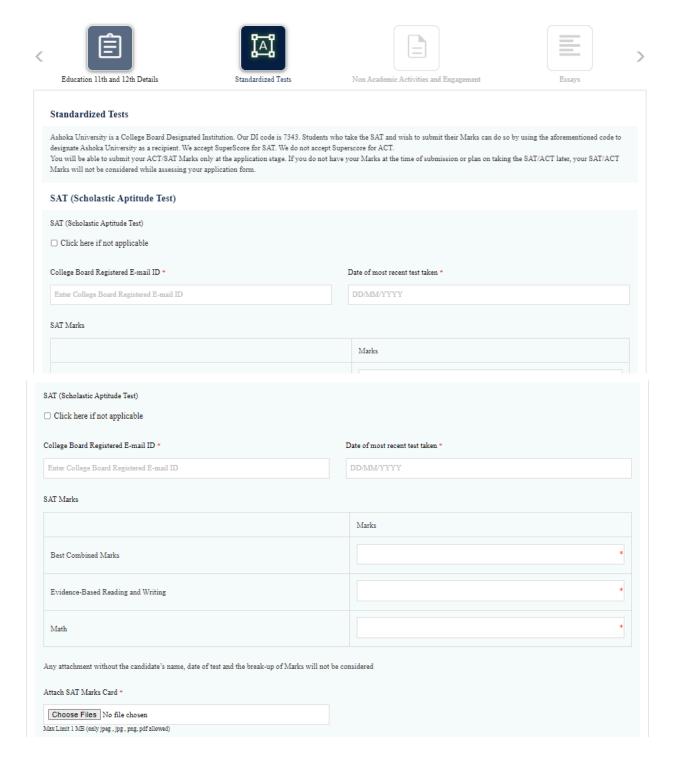


Standardized Tests

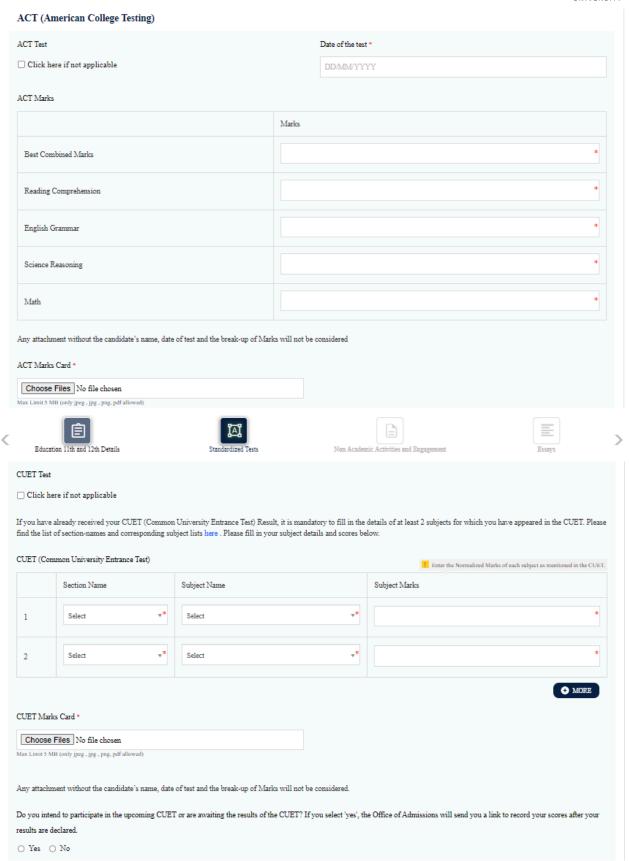
- If you have ACT, SAT, or CUET score(s), we highly recommend that you share them with us as they will add to your application.
- Our SAT DI code is 7343. Students who take the SAT should submit their scores by using the aforementioned code to designate Ashoka University as a recipient. Please note that the College Board does not charge additional fees to formally send SAT scores to Ashoka University. We accept SAT super scores but do not consider subject-specific SAT scores.
- We do not accept ACT super scores.



• If you have already taken your CUET in a previous academic year, you can submit your scores and attach the official results. If you are considering or intending to take the CUET or are awaiting your scores, you may express that and the Admissions Committee will send you a link should they require you to submit your CUET scores at a later date.



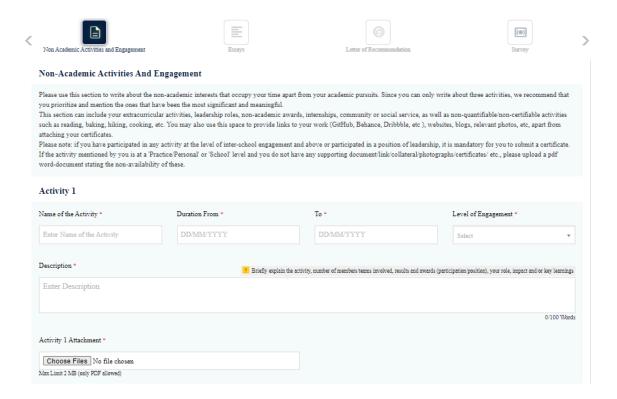




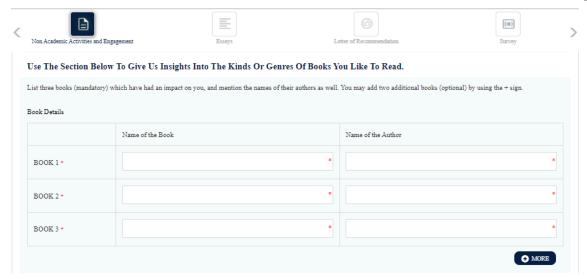


Non-Academic Activities and Engagement

- You must fill 3 non-academic activities/ engagement/ interests/achievements and list them in this section
- Your engagement with this section will greatly add to your Application Form so please prioritise your activities and areas of interest and engage with all the fields in this section
- You can choose to mention extracurricular activities, internships, leadership roles, awards, engagement
 with social causes, or any other form of engagement that will highlight your keen interest in areas outside
 of academics
- Attaching relevant certificates/collaterals is highly encouraged and will strongly add to your Application Form. If you have more than one certificate/collateral for a particular activity, please combine all your relevant certificates/collaterals and attach them as one file (preferably as a PDF file)
- This section has a mandatory question to list three books (with an option to add two more) that have had an impact on you. Please address this question thoughtfully and prioritise the books (preferably across genres) that you have read and engaged with in detail.







Essays

- The essay section of the Application Form is mandatory and needs to be answered by the applicant only
- Both prompts are mandatory. For prompt 1, you can choose between **Topic A** or **Topic B** based on your preference. Respond to all parts of each prompt in a thorough and detailed manner within the mentioned word limit
- Type out answers to the essay section first in a software (word document, notepad, etc.) that supports text instead of typing it out directly on the Application Form. This will ensure that you do not lose any text because of technical glitches or connectivity issues
- The essay section aims to understand how you think and to get to know you beyond the scope of your academic and non-academic participation and performance. You must produce original content that best represents yourself. If your content is found to be plagiarised or copied from elsewhere, it will render your Application Form not-eligible











e Preference

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Essays
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The essay section has two mandatory prompts that you are required to address. Please respond to all parts of the prompts with relevant details, within the mentioned word limits. We assure you of our confidentiality.
In prompt 1, we would like to have insights about what interests you and how you engage with them, in order to understand how you think. In prompt 2, we would like to get to know more about your life-journey, in order to understand you in a more holistic and meaningful manner.
1. We want to understand how you think, reflect, and engage with yourself and the world around you. Choose one of the following two options for your first essay that you wish to write about
and provide a well researched response. (400 words) *
• Topic A
O Topic B
In the course of an Ashoka education, you will learn to unlearn and question opinions and beliefs that are important to your community and/or to you. Reflect on an important belief or opinion
that you previously held, which you questioned and examined. What initiated your thinking? What different points of view did your research reveal? What was the final result?
Enter Your Text
0/400 Words
3.00
Describe a Scientific, Technological or Mathematical concept that has influenced you or is an important part of your daily decision-making process. What different points of view has your
research on this concept revealed? How do you think this concept will impact the larger global community?
Enter Your Text
0/400 Word
2. Share with us an important experience or moment in your life, which has significantly shaped you as a person or offered you a new perspective. Provide relevant details to help us
understand you better. (150 Words) *
Enter Your Text
0/150 Word
0/130 Work
Back Save & Exit
Data. Save & Exit

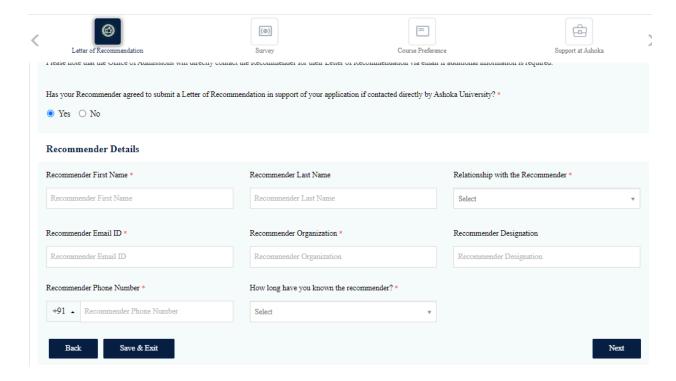


Letter of Recommendation

This is not a mandatory section. Applicants who wish to submit details of their Recommender are requested to first contact their Recommender for approval to submit their contact details. The Recommender should be someone who knows the applicant well within an academic or professional capacity and can add value to the application. Applicants are requested not to submit details of a family member, friend, or acquaintance.

Note that the Office of Admissions will directly contact the Recommender for their Letter of Recommendation via email if additional information is required.

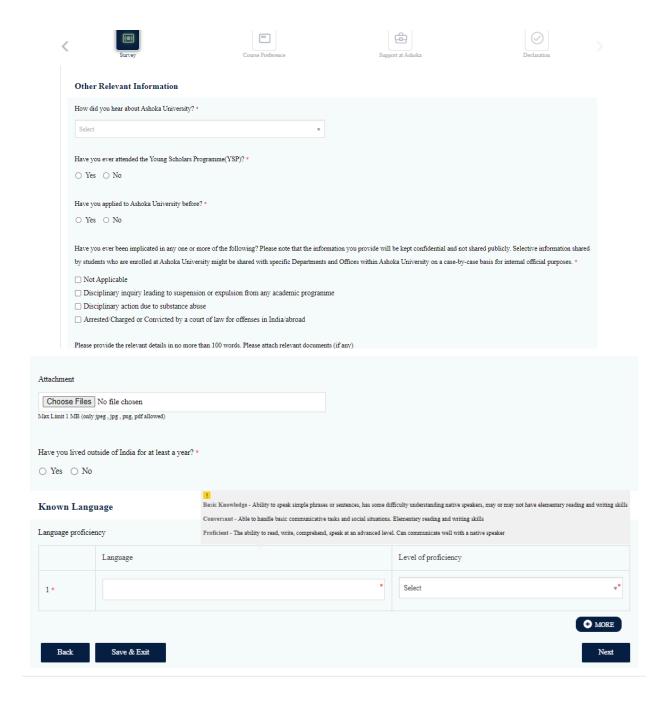
Please mention the details of your recommender carefully. Any request to change/ edit the recommender's contact details will not be entertained later.





Survey

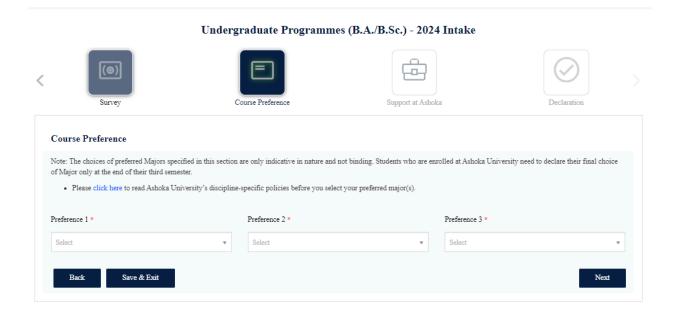
You may select the responses most relevant to you. Do not withhold any information that is relevant to you. Please note that the information shared in this section will not affect your candidature





Course Preference

- The preferred Major(s) in this section are only indicative in nature and for the Office of Admissions to make note of during the admissions process. These are not binding in any way since students at Ashoka University are only required to declare their Major at the end of their third semester
- Please read the discipline-specific policies to ensure that you meet the criteria required for your preferred Major(s) which is linked here.



Support at Ashoka

- You have the option to share other relevant information or details about yourself which has not been captured elsewhere in the Application Form
- Please fill out this section carefully and honestly, giving details as required and relevant for us to support you during the application and admissions processes
- Please note that the information shared in this section will not affect your candidature
- If you are enrolled as a student of Ashoka University, please note that there are support systems/offices/centres available on campus to support you throughout your programme











Support At Ashoka

Are you dealing with one or more of the following concerns which have affected your academic or student life and require special assistance? Please fill i support you during your study at Ashoka University. *	in the details thoroughly to help us
□ Not Applicable	
☐ English Language Assistance	
☐ Disability (Visual, Hearing, Locomotor, Speech/Language, etc)	
□ Cognitive/Learning Disability	
□ Physical Health	
☐ Mental Health	
☐ Any other condition that may require special attention	
If applicable, please attach relevant documents such as psycho-educational assessments or certificates, prescription from medical professionals, etc.	
Here are the details of the centres on campus to assist students who are enrolled at Ashoka University. Please note that the information provided will be keepublicly. Selective information shared by students who are enrolled at Ashoka University might be shared with specific Departments and Offices within A basis for internal official purposes.	
Please provide the relevant details in no more than 100 words. Please attach relevant documents (if any).	
Enter Your Text	
	0/100 Words
	0/100 Words
Survey Course Preference Support at Ashoka	Declaration
Based on the information shared by you in the previous question, please specify if you need any of the following academic accommodations during the adm	nissions process?The Admissions
Committee will review the information shared by you in this section. If approved, you will be granted the relevant academic accommodations for the admis	sions process.*
□ Not Applicable	
☐ Compensatory/Extra time for persons with physical/learning disabilities/impairments, etc.	
☐ Compensatory/Extra time for people who need English language support	
Scribe for persons with physical/learning disabilities/impairments, etc.	
Other (Please specify)	
Please use the space below to share relevant information, which has not been captured anywhere else in this form. This information can include cir might have led to educational, social or economic disadvantage. This is not a mandatory section but any/all information shared by you will contrib application	
Please provide the relevant details in no more than 100 words.	
Enter Your Text	
	0/100 Words
Attach Document	0/100 Words
Attach Document Choose Files No file chosen	0/100 Words



Declaration

Once you have completed all the above sections in your application, we highly recommend reviewing the contents to ensure that all information entered is correct and the documents uploaded are accurate, applicable, and legible. After completing a full review of the application, you may proceed with the declaration and submission of your application. Once the application has been submitted, you will not be able to edit or make any changes to it.

