

Guide to Filling the Undergraduate Application Form (2026)

The following document contains a step-by-step walkthrough of the Application Form. You can refer to the Instruction Manual while completing 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 fifteen sections, including the "Admissions Policies", "General Instructions", "Admissions Assessments", and "Declaration" sections.

You may navigate through different sections of the application by using 'Back', 'Save & Exit', 'Preview', 'Skip', and 'Next'. 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 the following

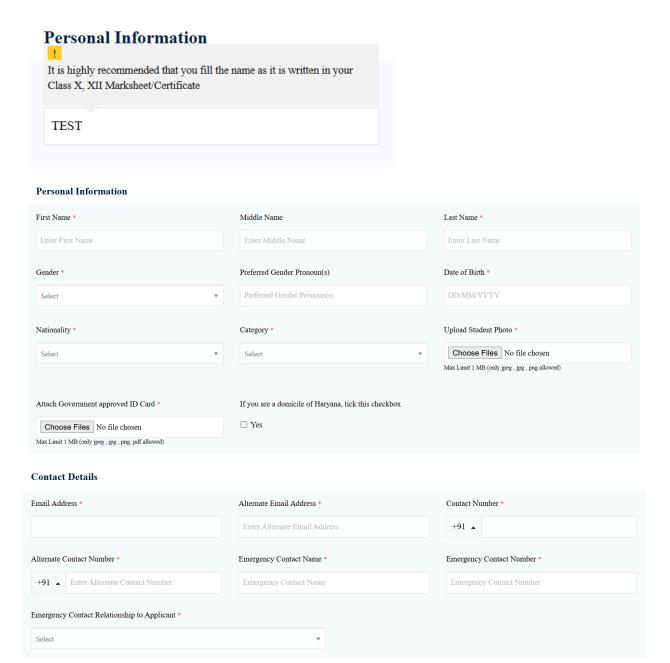
- **a. Mandatory/ Optional indication**: The red star (*) next to any textbox indicates a mandatory section. If a text box does not have the red star, you may choose to write information that applies to you. For a holistic assessment, we strongly recommend sharing relevant information even when it is not marked mandatory.
- **b. Information boxes**: You will be able to see additional clarifications about required information through **pop-over information boxes (i)** over certain sections.
- **c. General Application Queries (Non-technical)**: In case of any case-specific queries that you believe are not answered by the information boxes, you may write to <u>ugapply@ashoka.edu.in</u>, and our representative will get in touch with you. Prepare your application with adequate time, so we can assist you in resolving any queries.
- **d. My Queries (Technical)**: In case of any application errors or glitches with your application, you may raise a query through the 'My Queries' section available on the left. In this case, your query will be responded to through the application portal, and you may track it under the 'My Queries' section.





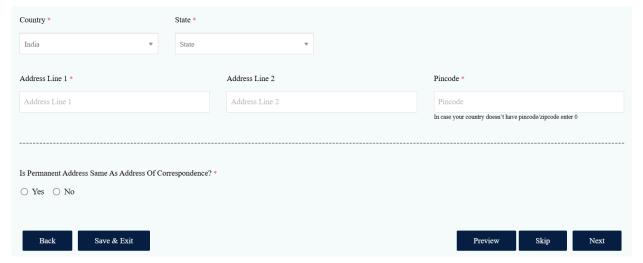
Personal and Contact Details

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 accurate information:





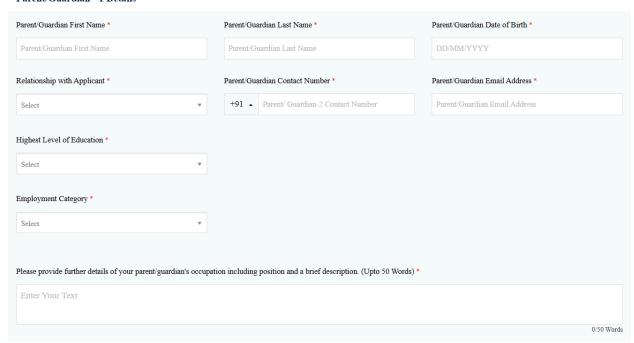
CORRESPONDENCE ADDRESS (communication may be sent to this address for the duration of the admissions cycle)



Family/Guardian(s) Details

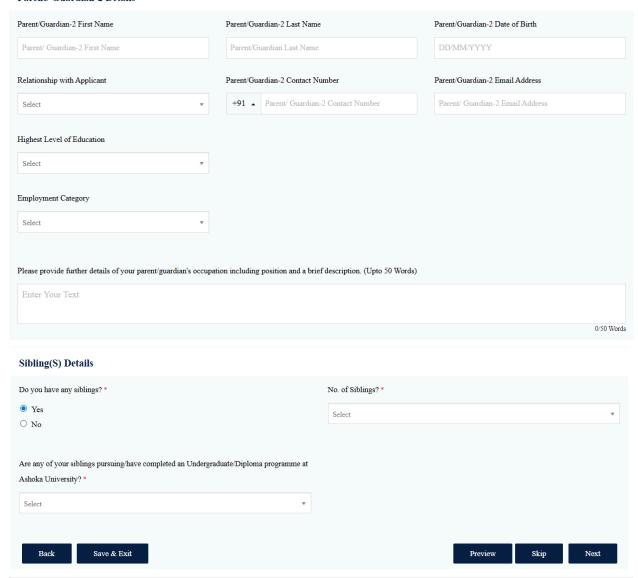
- Make sure you enter the correct details and spellings of your Parent/Guardian/Sibling at every point. Information submitted by you cannot be edited once the form is submitted.
- Although details of Parent/Guardian 2 are not mandatory, we require you to fill in these details if they are relevant to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

Parent/Guardian - 1 Details





Parent/ Guardian-2 Details



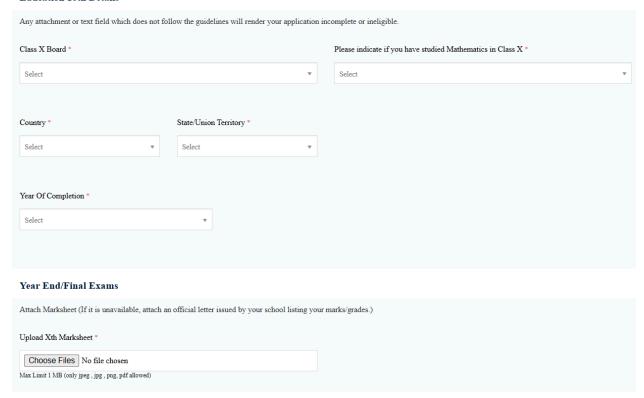
Academic Details - Class X

Once you enter your Class X board and State/Union Territory, the textboxes 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.



Education 10th Details



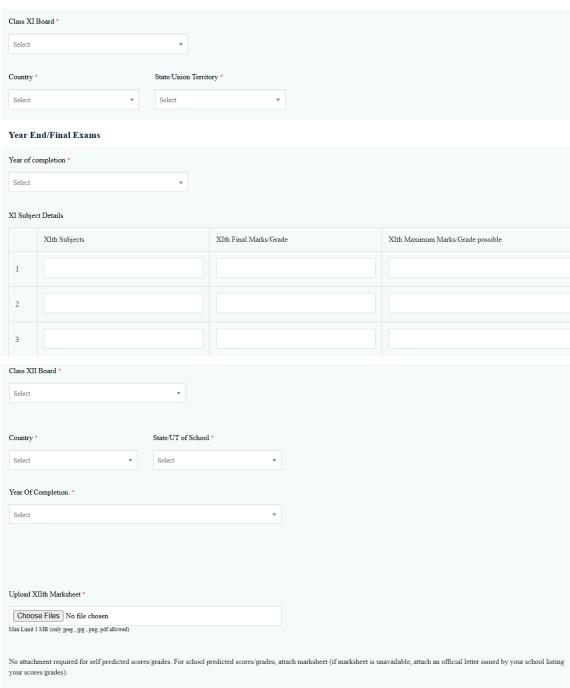
Academic Details - Classes XI and XII

- If you do not have your Class XI mark sheet, 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/IB Course (Certificate)/IBCP(Career-related 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 (as applicable). For IB requirements and eligibility, please check the Ashoka University website
- 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 Grades/Scores
- You are required to indicate if you have/had Mathematics as a subject in Class X, XI, and intend to take or have already taken the final Class XII Mathematics Board Examination
- If relevant to you, 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. Closely observe the rules for this section, as incorrect attachments/information might render your Application Form ineligible or incomplete.



XI Details



online courses, academic competitions, etc.) in no more than 100 words. Please do not add your non-academic extra-curricular activities in this section. *

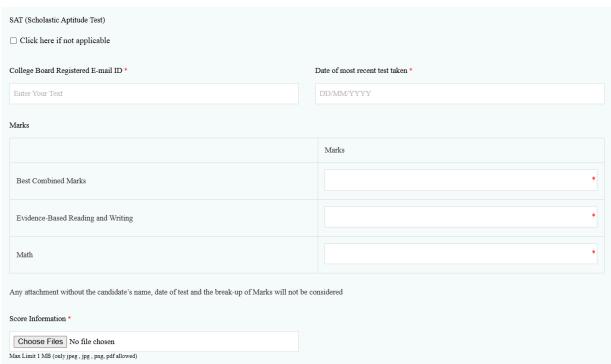
Use this space to list additional academic information related to your scholastic journey (for example - recognitions, awards, achievements, co-curricular projects, research papers/projects,



Standardised Tests

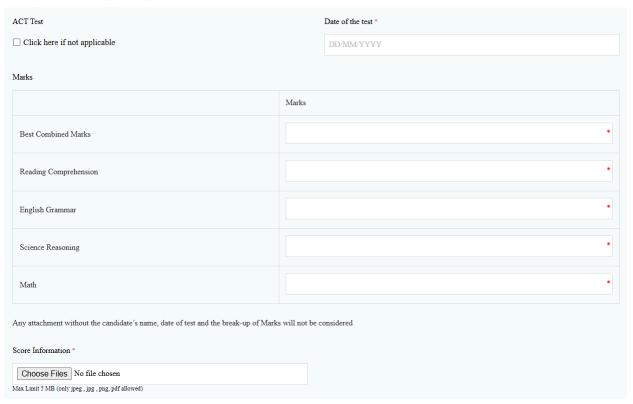
- If you have taken any of the following standardised tests, we highly recommend you share them with us for a holistic assessment of your application:
 - SAT (Scholastic Aptitude Test)
 - ACT (American College Testing)
 - CUET (Common University Entrance Test)
 - o Joint Entrance Examination (Mains) Test
 - o Indian Institute of Science Education and Research Aptitude Test (IISER Aptitude Test, IAT)
 - Indian National Olympiad (If Qualified for Training Camp)
 - Chennai Mathematical Institute Entrance Examination (CMI)
- Our SAT DI code is 7343. Students who take the SAT should submit their scores by using the code
 mentioned above to designate Ashoka University as a recipient. 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.

SAT (Scholastic Aptitude Test)

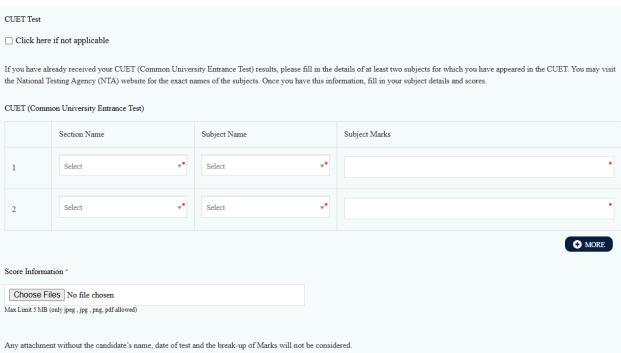




ACT (American College Testing)

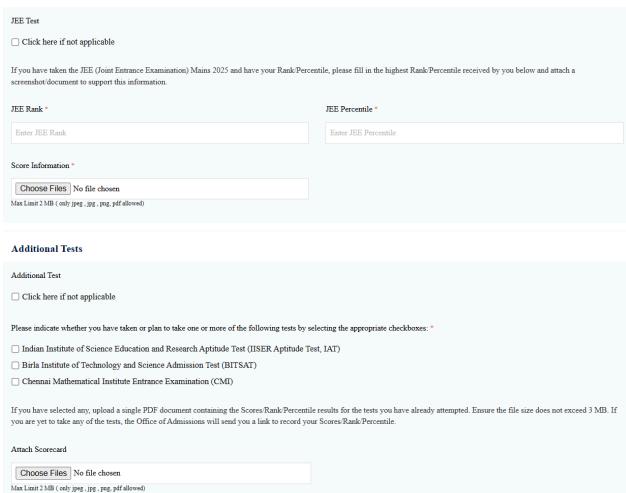


CUET (Common University Entrance Test)





Joint Entrance Examination (Mains) Test

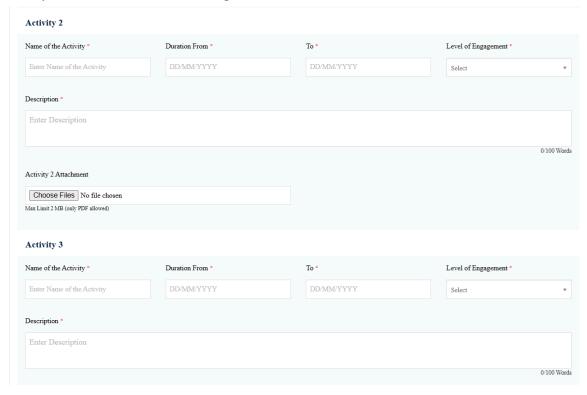


Non-Academic Engagements

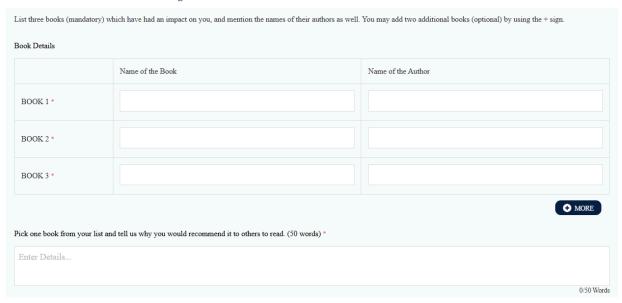
- It is mandatory to fill in 3 non-academic activities/ engagement/ interests/ achievements and list them in this section
- Your engagement with this section will significantly enhance your Application Form. You may prioritise your activities and areas of interest and engage with all the required fields in this section
- You can 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, combine all your relevant certificates/collaterals and attach them as one file (preferably as a PDF file)
- You are encouraged to provide a link to your artwork, writing material, music, dance, blog, photography, portfolio, website, etc., or attach scanned copies/pictures of your creative engagements as well



• This section has a mandatory question to list three books (with an option to add two more) that have had an impact on you. Address this question thoughtfully and prioritise the books (preferably across genres) that you have read and engaged with in detail. You can also pick one recommendation from your list and share your reasons for recommending it.



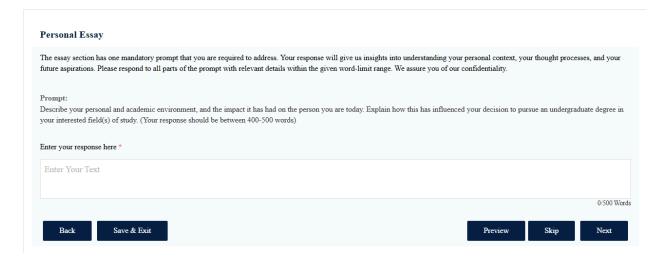
Use The Section Below To Give Us Insights Into The Kinds Or Genres Of Books You Like To Read.





Essay Section

- The essay section is mandatory and aims to understand how you think and to get to know you
 beyond the scope of your academic and non-academic participation or performance. You must
 produce original content that best represents yourself.
- Respond to all parts of the prompt in a thorough and detailed manner within the word limit
- It is recommended to type out answers to the essay section first in a software (word document, notepad, etc.) that supports text, instead of typing it directly on the Application Form. This will ensure that you do not lose any text because of technical glitches or connectivity issues.
- If your content is found to be plagiarised or copied from elsewhere, it will render your Application Form ineligible



Letter of Recommendation

This is not a mandatory section. To submit Recommender Details, applicants must 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.

Mention the details of your recommender carefully. Any request to change/edit the recommender's contact details will not be entertained once the application is submitted.

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



Letter Of Recommendation Guidelines

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. Please note that the Office of Admissions will contact your recommender directly via email if any additional information is needed. Ensure that you provide accurate details for your recommender, as requests to change or edit their contact information will not be accepted later. Has your Recommender agreed to submit a Letter of Recommendation in support of your application if contacted directly by Ashoka University? Yes ○ No **Recommender Details** Recommender First Name * Recommender Last Name Relationship with the Recommender Recommender First Name Recommender Last Name Select Recommender Email ID * Recommender Organization * Recommender Designation * Recommender Email ID Recommender Organization Recommender Designation Recommender Phone Number * How long have you known the recommender? * +91 • Recommender Phone Number

Survey

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

Select

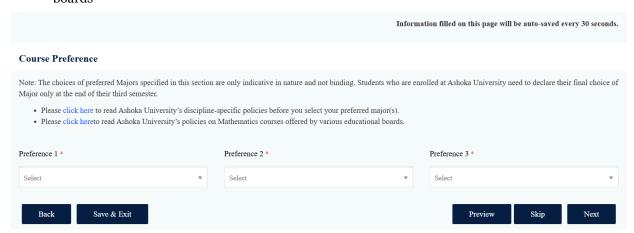
Other Relevant Information Have you attended the Young Scholars Programme (YSP)? \bigcirc Yes \bigcirc No Have you attended any Ashoka Horizons Course(s)? * ○ Yes ○ No Have you applied to Ashoka University before? * ○ Yes ○ No Have you attended the Lodha Genius Programme (LGP)? * ○ Yes ○ No Has your academic/educational experience been sponsored or supported fully/partially by any Foundation/Not-for-Profit/NGO? * ○ Yes ○ No How did you hear about Ashoka University? * Select



Have you ever been implicated in any one or more of the following? Please note that the information you provide will be kept confidential and not shared publicly. Selective information shared by students who are enrolled at Ashoka University might be shared with specific Departments and Offices within Ashoka University on a case-by-case basis for internal official purposes. *
□ Not Applicable
☐ Disciplinary inquiry leading to suspension or expulsion from any academic programme
☐ Disciplinary action due to substance abuse
Arrested/Charged or Convicted by a court of law for offenses in India/abroad

Course Preferences

- 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 required to declare their Major at the end of their third semester
- Read the <u>discipline-specific policies</u>, linked here, to ensure that you meet the criteria required for your preferred Major(s)
- Read Ashoka University's <u>policies on the Mathematical courses</u> offered by various educational boards



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
- Fill out this section carefully and honestly, giving details as required and relevant for us to support you during the application and admissions processes
- Note that the information shared in this section will not affect your candidature
- If you are enrolled as a student of Ashoka University, you will have access to 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 in the details thoroughly to help us
support you during your study at Ashoka University. *
□ Not Applicable
☐ English Language Assistance
☐ Impairment/Disability (Visual, Hearing, Locomotor, Speech, 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 offices/centres on campus to assist students who are enrolled at Ashoka University. All information provided will be kept confidential and not shared publicly. Selective information of enrolled students at Ashoka University might be shared with specific Departments and Offices within Ashoka University on a case-by-case basis for internal official purposes.
Provide the relevant details in no more than 50 words and attach documents (if any).
Enter Your Text
0/50 Words
(If Any) Please Attach Relevant Document
Choose Files No file chosen
Max Limit 1 MB (only jpeg , jpg , png, pdf allowed)
Based on the information shared by you in the previous question, please specify if you need any of the following academic accommodations during the admissions 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 admissions 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)
Attach Document
Choose Files No file chosen
Max Limit 1 MB (only jpeg, jpg, png, pdf allowed)
Important and Confidential: Please use this space to share relevant information about circumstances or situations that might have led to your educational, social or economic disadvantage. This
is not a mandatory section but information shared by you will contribute to a holistic assessment of your application. (100 words)
is not a mandatory section but information shared by you will contribute to a holistic assessment of your application. (100 words) Enter Details



Admissions Assessments

All applicants are required to participate in the mandatory Ashoka University Admissions Assessments: On-the-Spot Essay (OSE) and Ashoka Aptitude Assessment (AAA). These assessments are designed to evaluate your logical reasoning, critical thinking, and problem-solving skills, along with your ability to articulate your ideas clearly.

- 1. **On-the-Spot Essay (OSE) (30 minutes):** The OSE requires you to choose one of two given prompts and write an essay in the English Language. The OSE will assess your ability to engage with the prompt, think critically, and express ideas clearly. There is no word limit, and no external resources are permitted.
- 2. **Ashoka Aptitude Assessment (AAA) (90 minutes):** The AAA comprises 40 multiple-choice questions covering Logical Reasoning, Quantitative Reasoning, and Critical Thinking. The AAA has no negative marking, allowing you to attempt all questions confidently. No calculators will be allowed.

If you are a resident of India, you will be required to take the mandatory assessments from one of the physical centres listed in the dropdown menu on the 'Admissions Assessments' section. Please select your preferred city based on your convenience.

If you are not a resident of India, please select 'I am Not a Resident of India' and the Office of Admissions will connect with you post your application form submission. If you indicate any physical disability/mobility or locomotor issues/impairments in the Support Section, the Office of Admissions will reach out to you regarding your assessments

Ashoka University Admissions Assessments
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 On-the-Spot Essay (OSE) (30 minutes): The OSE requires you to choose one of two given prompts and write an essay in the English Language. The OSE will assess your ability to engage with the prompt, think critically and express ideas clearly. There is no word limit and no external resources are permitted. Ashoka Aptitude Assessment (AAA) (90 minutes): The AAA comprises of 40 multiple-choice questions covering Logical Reasoning, Quantitative Reasoning and Critical Thinking. The AAA has no negative marking, allowing you to attempt all questions confidently. No calculators will be allowed.
Preferred City for Taking the Assessments If you are a resident of India, you will be required to take the mandatory assessments from one of the physical centres listed in the dropdown menu. Please select your preferred city based on
your convenience. If you are not a resident of India, please select 'I am Not a Resident of India.' Select Preferred City*
Select *
Note: You will be required to take the mandatory Ashoka Assessments in the round in which you have submitted your application form. All submission deadlines and dates for the assessments are published on the Ashoka University Website Admissions Page. If you do not take the assessments, please note that your application will not be eligible for further evaluation.
Back Save & Exit Preview Skip Next



Declaration

Once you have completed all the above sections in your application, we strongly recommend **previewing** 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.

