



**APOnline**



**DR. N.T.R UNIVERSITY OF HEALTH SCIENCES**

Government Of Andhra Pradesh

**User Manual  
For  
B.Sc. (Nursing)-4YD Course  
Common Entrance Test 2025**

**Prepared By**

**APOnline**



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## 1. INTRODUCTION

### 1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh renamed Dr. NTR University of Health Sciences as. It was inaugurated in 1986.

The University is offering various UG, PG, Super Specialty, Ph.D. & PDF Courses in Modern Medicine, Dental Surgery, Ayurveda, Unani, Homeopathy, Naturopathy, Nursing, Physiotherapy and Para Medical Graduate Courses in its affiliated colleges.

### 1.2 OBJECTIVES

Facilitating the transition for nursing entrance test from registration to release of results.

### 1.3 SCOPE

The scope of this document is to explain the process of Candidate registration, Fee payment & opting for the web options and allotment of seats as per the candidate preferences.

## 2 SOFTWARE AND TECHNOLOGIES

S.No.	Software	Version
1	.NET Core	7 Version
2	SQL Server	22 Version

Table 1: Software and Technologies



### 3 PROCESS FLOW

- ❖ Registration
- ❖ Application Submission
- ❖ Know Your Payment Status
- ❖ Print Application
- ❖ Know Your Application Status
- ❖ Provisional merit list
- ❖ Hall tickets download
- ❖ Result

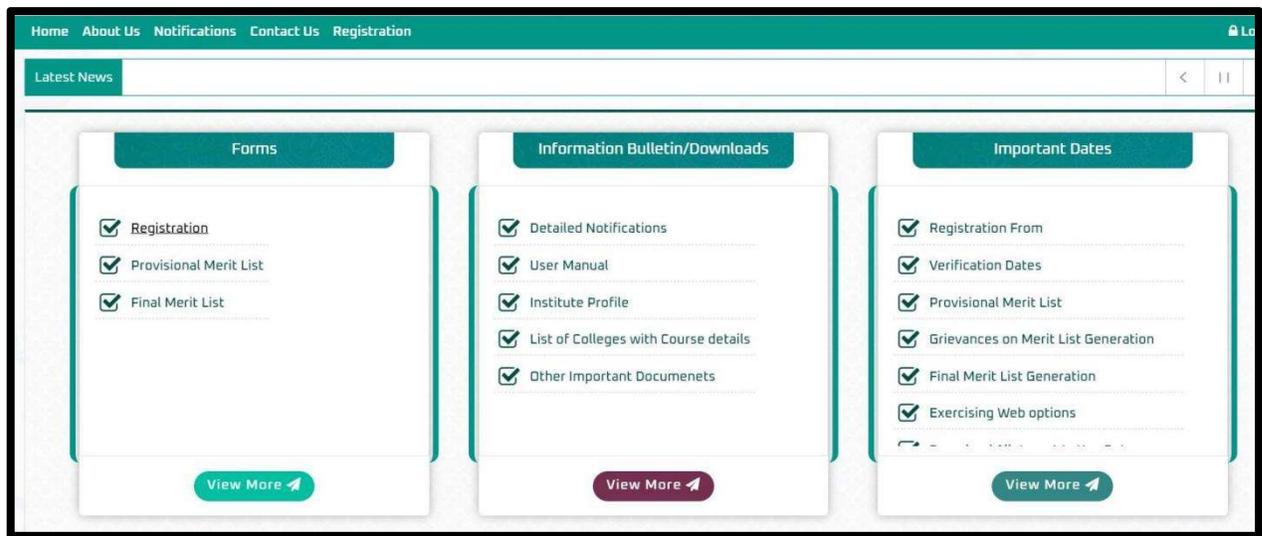


Figure 1: Home Page



### 3.1 Registration:

Click on 'Registration' in the FORMS tile to register for 4YD Course Common Entrance Test, as shown in the screen below.

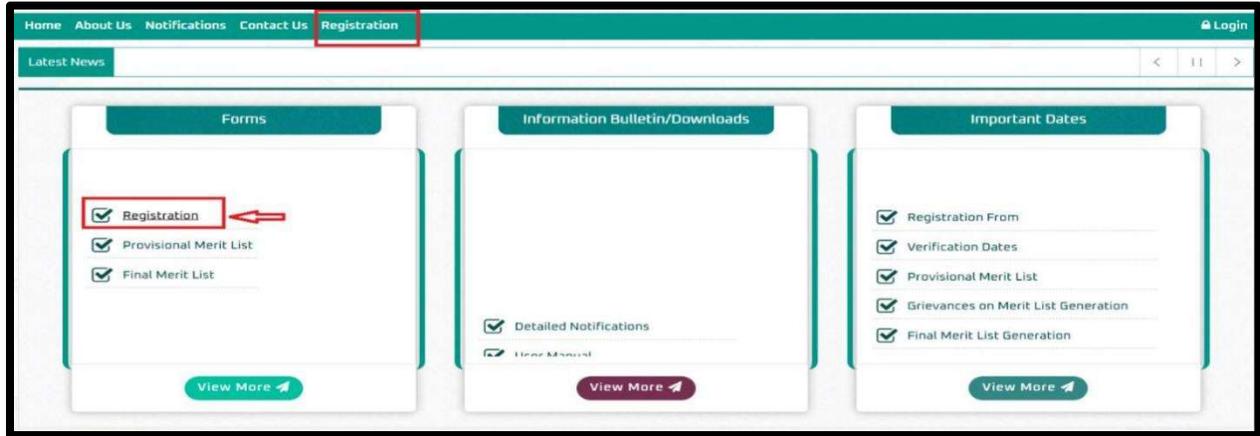


Figure 2: Registration - Link

After clicking the Registration link, a registration webpage will be displayed as shown on the screen below.

- Enter the Intermediate Hall Ticket No, Date of Birth, Name (as per intermediate), Mobile number, Email ID.
- Enter the password and re-enter it in the confirm password field.
- Enter the Captcha and click on "Generate OTP." Button.

The screenshot shows the 'COMMON ENTRANCE TEST REGISTRATION DETAILS' form. The form is titled 'Common Entrance Test Registration' and contains the following fields:

Intermediate Hall Ticket No.* 20242025	Date of Birth* 21/09/1999	Name (as per Intermediate)* Suresh	Mobile Number* 9866
eMail ID* sureshalugolu@gmail.com	Password* ..... ✓	Confirm Password* ..... ✓	Captcha* 36 - 32 = ? 4

Below the password fields, it says 'Password requirements were met'.

Note1: Mobile number should be active till the closure of the admission.

At the bottom, there are two buttons: 'Generate OTP' and 'Reset'.

Figure 3: Registration



An OTP will be sent to the registered Mobile Number and Email ID. Enter the OTP in the OTP field and click the "Submit" button.

COMMON ENTRANCE TEST REGISTRATION DETAILS

Common Entrance Test Registration

Intermediate Hall Ticket No.* 20242025	Date of Birth* 21/09/1999	Name (as per Intermediate)* Suresh	Mobile Number* 98668
eMail ID* sureshalugolu@gmail.com	Password* ..... ✓	Confirm Password* ..... ✓	Captcha* 36 - 32 = ? 4

OTP\*  
219678

Note1: Mobile number should be active till the closure of the admission.

Submit Reset

Figure 4: Registration - OTP

After successful submission, the Registration ID will be displayed as shown below. An SMS and email will also be sent with the Registration ID. The screen will show a "Successfully submitted" message along with the Registration ID.

DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES  
Government Of Andhra Pradesh  
B.Sc (Nursing)-4YD Course Common Entrance Test 2025.

COMMON ENTRANCE TEST REGISTRATION DETAILS

Common Entrance Test Registration

Intermediate Hall Ticket No.* Enter Intermediate Hall Ticket Number	Date of Birth* DD/MM/YYYY	Name (as per Intermediate)* Enter Name	Mobile Number* Enter Mobile Number
eMail ID* Enter eMail ID	Password* Enter Password ✓	Confirm Password* Enter Password ✓	Captcha* 36 - 32 = ? Enter Captcha

Your Registration ID : **UG25ET01000017**

User Alert!  
You have Registered Successfully.  
Your Registration ID is UG25ET01000017

Figure 5: Registration – Registration ID (User ID) Generation



### 3.2 Login:

After successful registration, click “Login” to submit your application.



Figure 6: Login Page – Link

The login screen will be displayed as shown below. Enter your User ID (Registration ID), Password, and Captcha, then click the “Login” button.

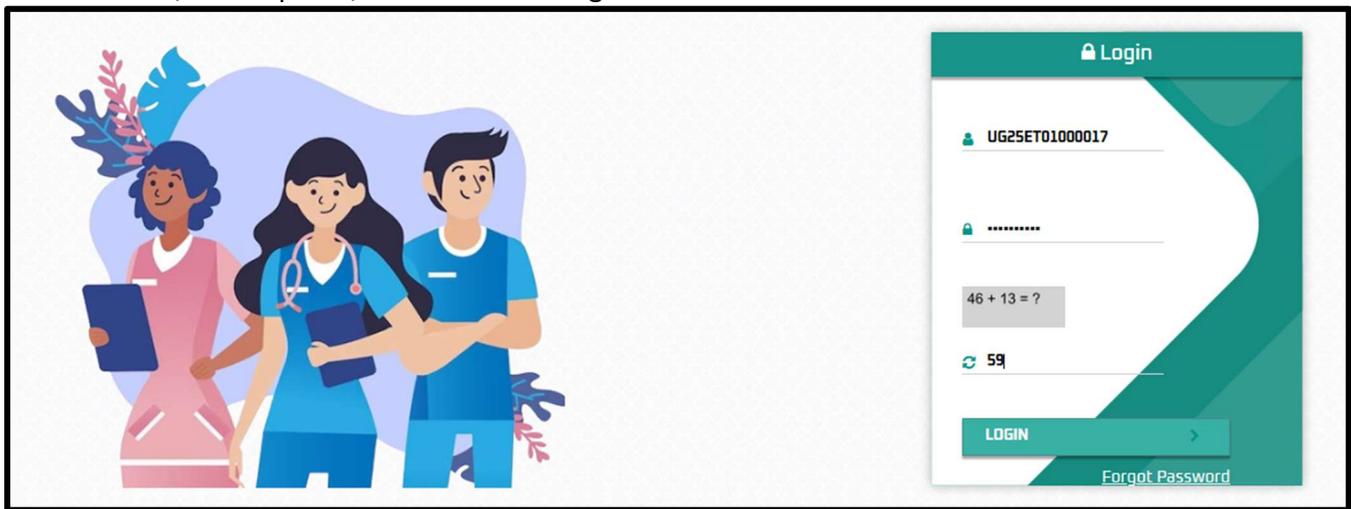


Figure 7: Login Page – Login

### 3.3 Application Submission:

After logging in, select “Services” from the menu bar and click on the “Application Submission” link.



Figure 8: Application Submission – Link



After clicking on the “Application Submission” link, the screen will appear as shown below. The following tabs will be displayed on the application submission screen:

- a. Personal Details
- b. Payment Details
- c. Upload Documents

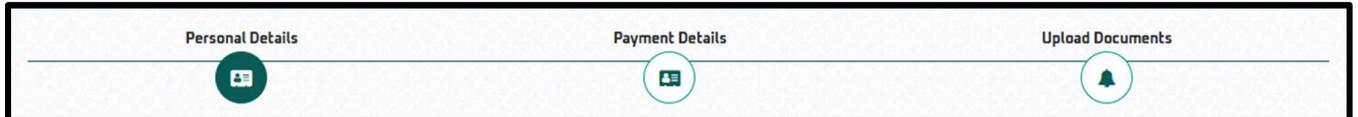


Figure 9: Application Submission – Tabs

**Note:** Note: Candidates must fill in all tabs and submit the application. If any tab is missed or the application is not submitted, the candidate will be considered ineligible for admission.

**Personal Details:**

Fill in the Personal Details, Residential Address, Educational Details and add the text centres then click the “Save and Continue” button.



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Personal Details      Payment Details      Upload Documents

Registration ID: UQ25ET01000017

**Personal Details:**

Candidate Name (As per Intermediate/10+2)       Date of Birth       Mother's Name       Father's Name

Gender       Mobile No.       Alternative Mobile No.       Aadhaar No.

Email ID       Social Status (Caste)       Caste Certificate Issued By       Caste Certificate Number

Minority       Caste Sub-category       Caste Certificate Issued District       Parental Income

Citizenship       PwD (Person with Benchmark Disability)       PwD Type       PwD Certificate Issued By

PwD Certificate No.       Disability Percentage(%)       Candidate Domicile State

**Residential Address:**

House No./Flat No.       Village/Island Name       State       District

Mandal       Landmark       Pin Code

**Educational Details:**

**SSC/EQUIVALENT:**

SSC/Equivalent Board       SSC/Equivalent Roll No./Hall Ticket No.       Year & Month of Pass

**INTEREQUIVALENT:**

Board/Equivalent Board       Inter Registration Number/Hall Ticket No.       Year & Month of Pass       Is English one of the Subject?

S.No.	Subject Name	Inter Secured Marks	Inter Max Marks
1	Physics (incl. Practical)	<input type="text" value="60"/>	<input type="text" value="100"/>
2	Chemistry (incl. Practical)	<input type="text" value="40"/>	<input type="text" value="100"/>
3	History (incl. Practical)	<input type="text" value="60"/>	<input type="text" value="100"/>
4	Zoology (incl. Practical)	<input type="text" value="60"/>	<input type="text" value="100"/>
Total Marks		<input type="text" value="220"/>	<input type="text" value="400"/>
		Percentage	
		<input type="text" value="60.00"/>	

Figure 10: personal details – Tabs

**ADD Entrance Test Centres:**

- The list of all the districts where Entrance Test Centres are available are displayed in the left side of personal details screen.
- Candidate can add the Entrance Test Centre districts according to their priority by clicking on the "Add" button.
- Select 5 districts from the given list.



Entrance Test :  
List of Available Ceneters: 27

Search:

List of Selections: 0

Test Centers	Action
745 - Alluri Sitharama Raju	<a href="#">Add</a>
744 - Anakapalli	<a href="#">Add</a>
502 - Ananthapuramu	<a href="#">Add</a>
753 - Annamayya	<a href="#">Add</a>
750 - Bapatla	<a href="#">Add</a>
503 - Chittoor	<a href="#">Add</a>
747 - Dr. B.R. Ambedkar Konaseema	<a href="#">Add</a>
505 - East Godavari	<a href="#">Add</a>
506 - East Godavari	<a href="#">Add</a>
748 - Eluru	<a href="#">Add</a>
508 - Guntur	<a href="#">Add</a>
746 - Kakinada	<a href="#">Add</a>
510 - Krishna	<a href="#">Add</a>
511 - Namsol	<a href="#">Add</a>
752 - Nandyal	<a href="#">Add</a>
749 - NTR	<a href="#">Add</a>
743 - Palnadu	<a href="#">Add</a>
742 - Palnadu	<a href="#">Add</a>
512 - Palnadu	<a href="#">Add</a>
513 - Palnadu	<a href="#">Add</a>
514 - Palnadu	<a href="#">Add</a>
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581 - Palnadu	<a href="#">Add</a>
582 - Palnadu	<a href="#">Add</a>
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596 - Palnadu	<a href="#">Add</a>
597 - Palnadu	<a href="#">Add</a>
598 - Palnadu	<a href="#">Add</a>
599 - Palnadu	<a href="#">Add</a>
600 - Palnadu	<a href="#">Add</a>

Showing 1 to 27 of 27 entries.

[Save & Continue](#)

Figure 11: Test Center list

Entrance Test :  
List of Available Ceneters: 27

Search:

List of Selections: 0

Test Centers	Action
745 - Alluri Sitharama Raju	<a href="#">Add</a>
744 - Anakapalli	<a href="#">Add</a>
502 - Ananthapuramu	<a href="#">Add</a>
753 - Annamayya	<a href="#">Add</a>
750 - Bapatla	<a href="#">Add</a>
503 - Chittoor	<a href="#">Add</a>
747 - Dr. B.R. Ambedkar Konaseema	<a href="#">Add</a>
505 - East Godavari	<a href="#">Add</a>

- After adding a Entrance Test centres in the priority list the added Entrance Test centres will be



disappeared in the list of colleges in the left side.

- And displayed in the right side of the Personal Details screen as priority 1.
- The below pop up **College center Added Successfully** will appeared once the College center Added to the priority list.

Percentage: 80.00

User Alert! College center Added Successfully!

Entrance Test :  
List of Available Ceneters: 26

Search:

Test Centers	Action
744 - Anakapalli	Add→
502 - Ananthapuramu	Add→
753 - Annamayya	Add→
750 - Bapatla	Add→
503 - Chittoor	Add→

List of Selections: 1

Priority Options	Center Name	Action
1	745 - Alluri Sitharama Raju	🗑️

**Re- arrange the priority list**

**Note: Drag & Drop the districts to rearrange the priorities**

- Candidate can drag and drop the Entrance Test centres to change the priorities /rearrange the priority list.
- Candidate can check the priority list before saving the Entrance Test centres district.

List of Selections: 5

Priority Options	Center Name	Action
1	745 - Alluri Sitharama Raju	🗑️
2	744 - Anakapalli	🗑️
3	753 - Annamayya	🗑️
4	503 - Chittoor	🗑️
5	505 - East Godavari	🗑️

Before Rearranging Entrance Test district



**List of Selections: 5**

Priority Options	Center Name	Action
1	505 - East Godavari	
2	753 - Annamayya	
3	745 - Alluri Sitharama Raju	
4	744 - Anakapalli	
5	503 - Chittoor	

After Rearranging Entrance Test district

The screenshot displays the 'Personal Details' section of the application form. It includes fields for Candidate Name, Date of Birth, Mother's Name, Father's Name, Gender, Mobile No., Alternative Mobile No., Aadhar No., Email ID, National Mobile Contact, Candidate Category, and Public Candidate No. There are also sections for Residential Address, Educational Details, and a table for Subject Marks. A red box highlights the 'Save' button at the bottom right of the form.

Figure 12: Application Submission – Personal Details



After clicking the “Save & Continue” button, the page will automatically redirect to the payment gateway screen.

Select the payment type, agree to the terms and conditions, and click the 'Pay Now' button. The screen will then redirect to the bank page to complete the fee payment.

### Fee Payment:

Figure 13: Application Submission – Fee Payment

Figure 13: Application Submission – Fee Payment

After the payment is successful, the payment receipt will be displayed below.

Click “Continue” button to be redirected to the Local/Non-local screen, as shown below.

Figure 14: Application Submission – Payment Success

Figure 14: Application Submission – Payment Success

**Note:** - While making payments, if the amount is deducted but the transaction is not successful, Click on "Verify and Continue" If the transaction is successful, the status will be updated automatically. If a transaction fails, the screen will redirect to the payment gateway page and you can attempt the payment again. The deducted amount will be refunded to your account within 7 working days.



➤ Documents Uploads:

Candidates should upload all document in PDF format and click “Save Documents”.

Note:-

- \* Candidate photo must be recent colour photograph taken within last 6 months.
- \* Photo should be in white background.
- \* Candidate name and date on which photo was taken should be mentioned on photo.
- \* Allowed photo size : 3.5cm\*4.5cm (width 275 pixels,Height 354 pixels).

**Upload Documents:**

Candidate Photo,Signature & FingerPrint must be in (JPG/JPEG/PNG) Formats & maximum size of 100KB.

And all other uploads must be in PDF format & maximum size of 500KB.

S.No.	Document Name	Upload Document	Preview
1	Candidate Photo	<input type="button" value="Choose File"/> No file chosen	NA
2	Candidate Signature	<input type="button" value="Choose File"/> No file chosen	NA
3	Finger Print (Left thumb)	<input type="button" value="Choose File"/> No file chosen	NA
4	Intermediate/Equivalent Marks Memo	<input type="button" value="Choose File"/> No file chosen	NA
5	Intermediate/Equivalent Transfer Certificate	<input type="button" value="Choose File"/> No file chosen	NA
6	Caste Certificate	<input type="button" value="Choose File"/> No file chosen	NA
7	PwBO(Person with Benchmark Disability) (Latest 3 months)	<input type="button" value="Choose File"/> No file chosen	NA
8	SSC Marks Memo (Birth Certificate)	<input type="button" value="Choose File"/> No file chosen	NA
9	Photo Identity Proof (Aadhaar Card, PAN Card Etc.,)	<input type="button" value="Choose File"/> No file chosen	NA

Note:-

- \* Candidate photo must be recent colour photograph taken within last 6 months.
- \* Photo should be in white background.
- \* Candidate name and date on which photo was taken should be mentioned on photo.
- \* Allowed photo size : 3.5cm\*4.5cm (width 275 pixels,Height 354 pixels).

Figure 15: Application Submission – Uploads

NOTE: - Please review the details before submitting; No editing option will be available throughout the admission process.



After saving, the 'Preview Application' button will be activated. Click on the 'Preview Application' button to submit your application.

6	Caste Certificate	Choose File	No file chosen	Preview
7	PwBD(Person with Benchmark Disability (Latest 3 months)	Choose File	No file chosen	Preview
8	SSC Marks Memo (Birth Certificate)	Choose File	No file chosen	Preview
9	Photo Identity Proof (Aadhaar Card, PAN Card Etc..)	Choose File	No file chosen	Preview

**Note:-**

- \* Candidate photo must be recent colour photograph taken within last 6 months.
- \* Photo should be in white background.
- \* Candidate name and date on which photo was taken should be mentioned on photo.
- \* Allowed photo size : 3.5cm\*4.5cm (width 275 pixels,Height 354 pixels).

[← Back](#) [Save Documents](#) [Preview Application](#)

Figure 16: Application Submission – Preview Application Link

After clicking 'Preview Application' button, you will be redirected to the application preview page. Verify all details, read the declaration, and click 'Final Submit'. If any details are incorrect, click the 'Cancel' button, change the required fields, and submit the application again.

B.Sc. (Nursing)-6DC CET-2025

PERSONAL DETAILS			
Registration ID	SP/PP/2025/00017		
Name (As Per Intermediate)	Sayid		
Gender	Male		
Mobile No.	999911000		
Alternative Mobile No.	999991000		
Landline No.	0000-0000000		
Email ID	sayidkhalid@gmail.com		
Mother's Name	J.Ramona		
Father's Name	J.Ramona		
Social Status (Caste)	NTS		
Identity	Non-Minority		
Center Certificate Issued By	SP/Intermediate	Center Certificate Number	0000000000000000
Center Certificate District	Rayachoti	Center Sub-category	NTS (SP/2025/00017)
Parental Income	Not Applicable		
Citizenship	Indian		
PhED (Person with Benchmark Disability)	No	PhED Certificate Issued by	SP/Intermediate
PhED Certificate No.	0000000000	Disability Percentage (%)	00.00
Domestic State	Kerala/India		

RESIDENTIAL ADDRESS			
House No./Flat No.	Plot no. 251, B-Block	MC/age/Block Name	Reserve Bank
State	Kerala/India	District	Rayachoti
Miscel.	Sub-category	Landmark	Reserve Bank
Pin Code	000000		

EDUCATIONAL DETAILS			
BEC (Int) Registration			
BEC Registration Board Name	SP/INT (INT)	BEC Roll No./Roll Ticket No.	SP/INT/0000
Year & Month of Planning	2025/000		
BEC (Int) Registration			
Intermediate/Registration Board Name	SP/Intermediate/INT	Inter Roll No./Roll Ticket No.	SP/INT/0000
Year & Month of Planning	2025/000	In English or Subject or Year	No
Total Group Based Marks in Inter or Registration	00	Total Group Wise Marks in Inter or Registration	00
Inter Percentage (%)	00.00		

INTER GROUP WISE MARKS			
S.No.	Subject Name	Inter Second Marks	Inter Max Marks
1	Physics (Int. Practicals)	00	100
2	Chemistry (Int. Practicals)	00	100
3	Biology (Int. Practicals)	00	100
4	Biology (Int. Practicals)	00	100

TEST CENTER PREFERENCES	
Preference	Center
1	Bank Bellary
2	Changanassery
3	Other Reserve Paper
4	Changanassery
5	Changanassery

UPLOADED DOCUMENTS	
S.No.	Documents
1	Candidate Photo
2	Candidate Signature
3	Proper Photo (Left Hand)
4	Intermediate/Registration Marks Memo
5	Intermediate/Registration Transfer Certificate
6	Center Certificate
7	PhED (Person with Benchmark Disability) (Self-Declaratory)
8	BEC Marks Memo (BEC Certificate)
9	Photo Identity Proof (Aadhar Card, PAN Card etc.)

I hereby declare that I read the rules and regulations of the University as well as in the prospectus of the University. I hereby declare that all the entries and statements made in this application form are complete and correct to the best of my knowledge and belief. I also declare that I fulfill all the eligibility conditions as mentioned in the B.Sc. (Nursing) 6DC CET 2025 prospectus. In the event of any information being found false or incorrect, or being falsified or tampered with or after the admission of the candidate, the candidate shall be liable for the rules. If it is determined that I have misused the NTS, University of Health & Sciences (any issue) will be solely responsible for all general consequences thereof.

Figure 15: Application Submission – Preview and Submit



A confirmation pop-up will be displayed as shown below. Click 'OK' to submit or click 'Cancel' to go back and edit the details.

After clicking the “OK” button application will be submitted successfully.

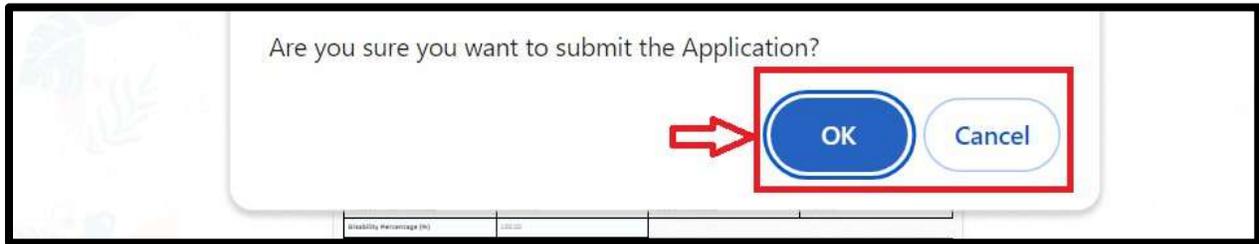


Figure 16: Application Submission – Submission Conformation

### 3.4 Know your Payment Status

After logging in, select “Services” from the menu bar and click on the “Know your Payment Status” link.

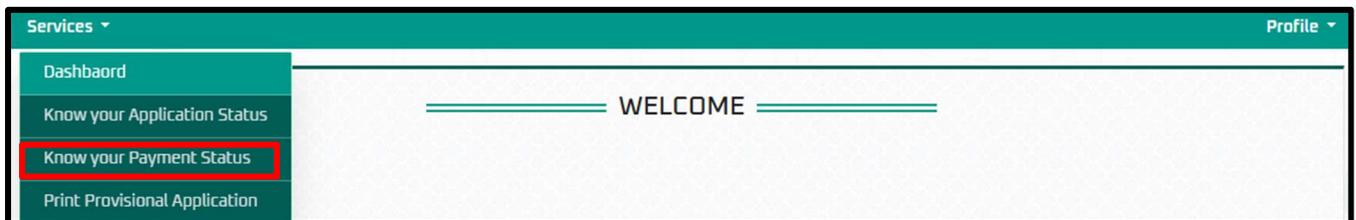


Figure 17: Know your Payment Status – Link

If fee payment has already been made, the fee payment receipt will be displayed as shown below.

You can view payment details or download the payment receipt.

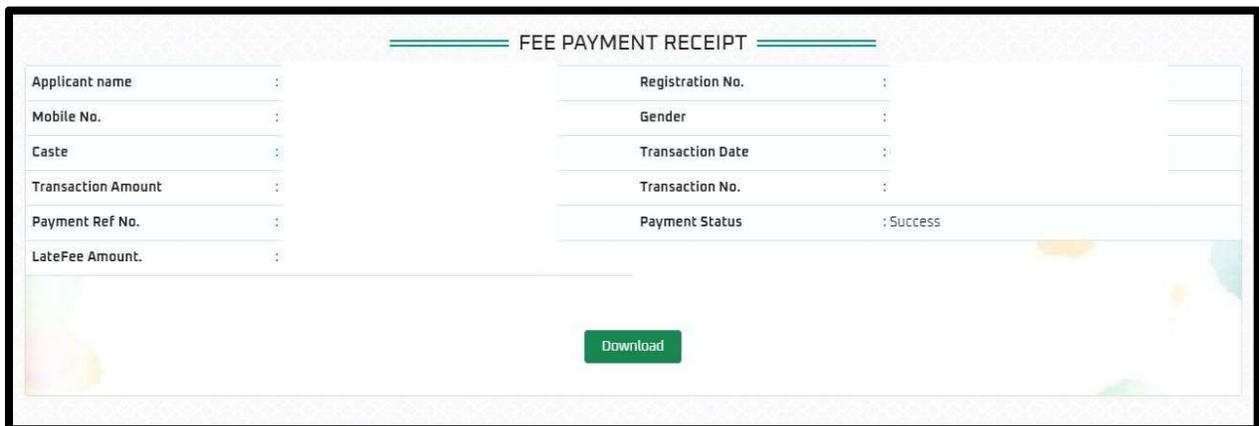


Figure 18: Know your Payment Status - Receipt



### 3.5 Print Provisional Application

After logging in, select “Services” from the menu bar and click on the “Print Provisional Application” link.

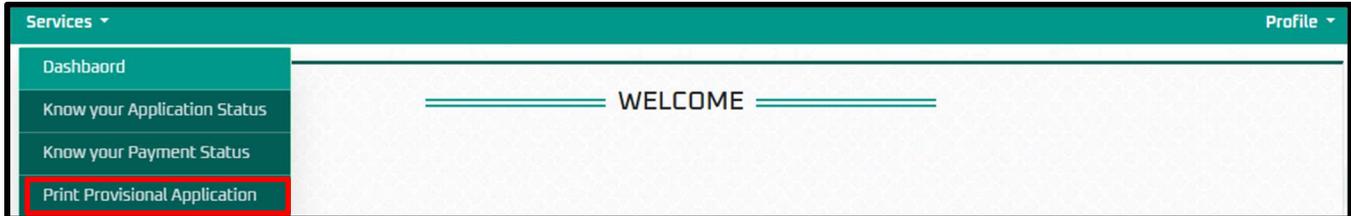


Figure 19: Print Provisional Application – Link

If Candidate would like to Print Provisional Application, then candidate should log in his candidate login then go to services tab and click on Provisional Application then page shown as below. Candidate can be downloaded and print out the Provisional Application.

### 3.6 Know your Application Status

After logging in, select “Services” from the menu bar and click on the “Know Your Application Status” link.

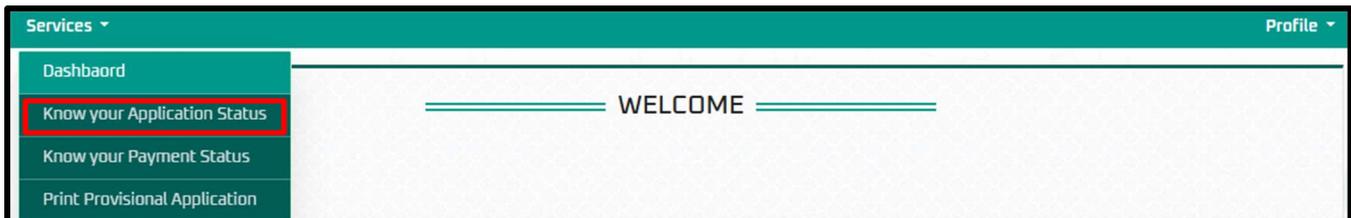


Figure 20: Know your Application Status – Link

If Candidate would like to know his Application status, then candidate should log in his candidate login then go to services tab and click on know your Application status, the following page is displayed as shown below.



APPLICATION STATUS	
Registration No.:	
Applicant Name :	Mobile No. :
Gender :	Email :
Caste :	Payment Status :
Transaction Date :	Application Status :

Figure 21: Know your Application Status - Status

=====END OF DOCUMENT=====

