



DR. N.T.R UNIVERSITY OF HEALTH SCIENCES

Government Of Andhra Pradesh

**User Manual
For
Dr. NTR UHS – PG MEDICAL
DEGREE– 2025-2026
Management Quota
Prepared By**

APOnline

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1 INTRODUCTION

1.1 ABOUT Dr. NTR UHS:

The Government of Andhra Pradesh inaugurated Dr. NTR University of Health Sciences 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 from registration to college joining confirmation for the admission process.

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 Provisional Application
- ❖ Know Your Application Status
- ❖ Re-upload Documents
- ❖ Print Final Application
- ❖ Objections
- ❖ Web Option
- ❖ Allotment Letter Download

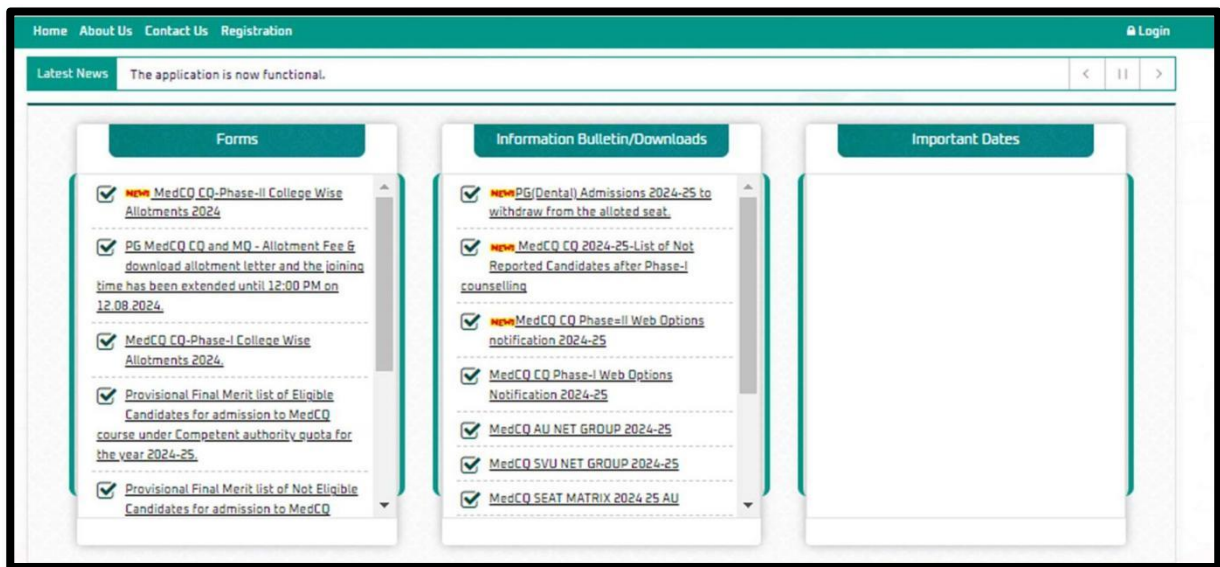


Figure 1: Home Page

3.1 Registration:

Click on 'Registration' in the FORMS tile to register for PG Medical management quota admissions, as shown in the screen below.

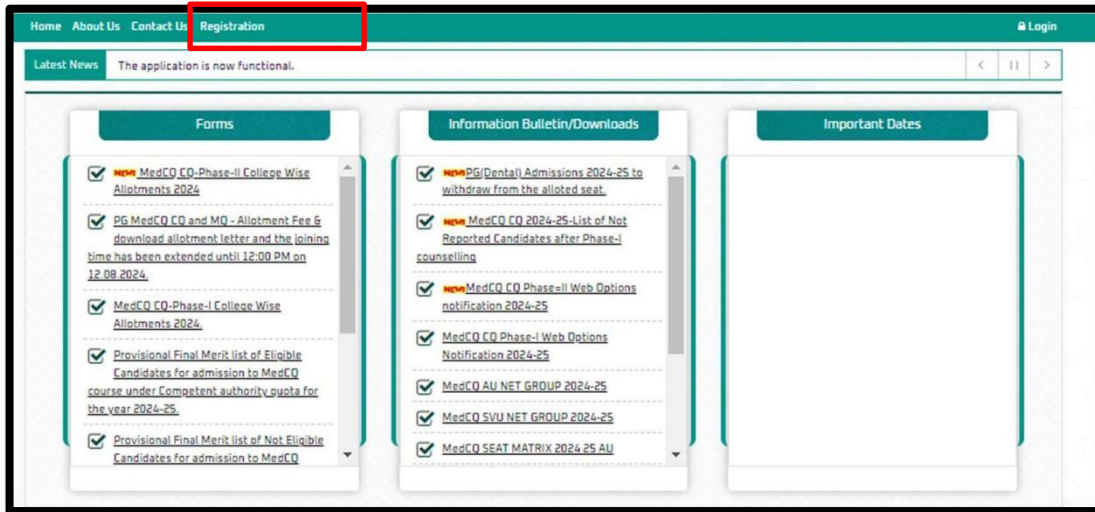


Figure 2: Registration - Link

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

- Enter the NEET hall ticket number and Date of Birth, then click "Get Details." The Name, Mobile Number, and Email ID will be displayed from the NEET data. The Mobile Number and Email ID fields will be in edit mode. If any changes are required in the Mobile Number or Email ID, make the necessary updates.
- 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 'Registration Details' form on the APOnline website. The form is titled 'Registration' and contains several input fields and buttons. The fields are: 'NEET Hall Ticket Number/Roll No.' (with value '2455'), 'Date of Birth' (with value '18/'), 'Name (as per NEET)' (with value 'GE'), 'Mobile Number' (with value '93'), 'eMail ID', 'Password', 'Confirm Password', and 'Captcha' (with value '40 - 16 = ?'). There are two 'Get Details' buttons, one next to the 'Date of Birth' field and one at the bottom of the form. There are also two 'Generate OTP' buttons, one next to the 'Confirm Password' field and one at the bottom of the form. A 'Reset' button is also present at the bottom. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'. Red arrows point to the 'Get Details' and 'Generate OTP' buttons.

Figure 3: Registration – Get NEET details



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.

The screenshot shows the 'REGISTRATION DETAILS' section of the APOnline portal. The 'Registration' form includes fields for NEET Hall Ticket Number/Roll No. (245), Date of Birth (01/), Name (GHAN), Mobile Number (934), eMail ID (online.in), Password, Confirm Password, and a Captcha (14 - 9 = ?). The OTP field is highlighted with a red box and contains the value '19'. The Submit and Reset buttons are also highlighted with a red box and an arrow pointing to them. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

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.

The screenshot shows the 'REGISTRATION DETAILS' section of the APOnline portal after successful registration. A green 'User Alert!' message box in the top right corner states: 'You have Registered Successfully, Your Registration ID is PG24CQ'. The Registration ID is also displayed in a red box at the bottom of the form, below the Submit and Reset buttons. The form fields are now empty, and the Captcha field shows '14 - 9 = ?' and 'Enter Captcha'. A note at the bottom states: 'Note: Mobile number should be active till the closer of the admission'.

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.

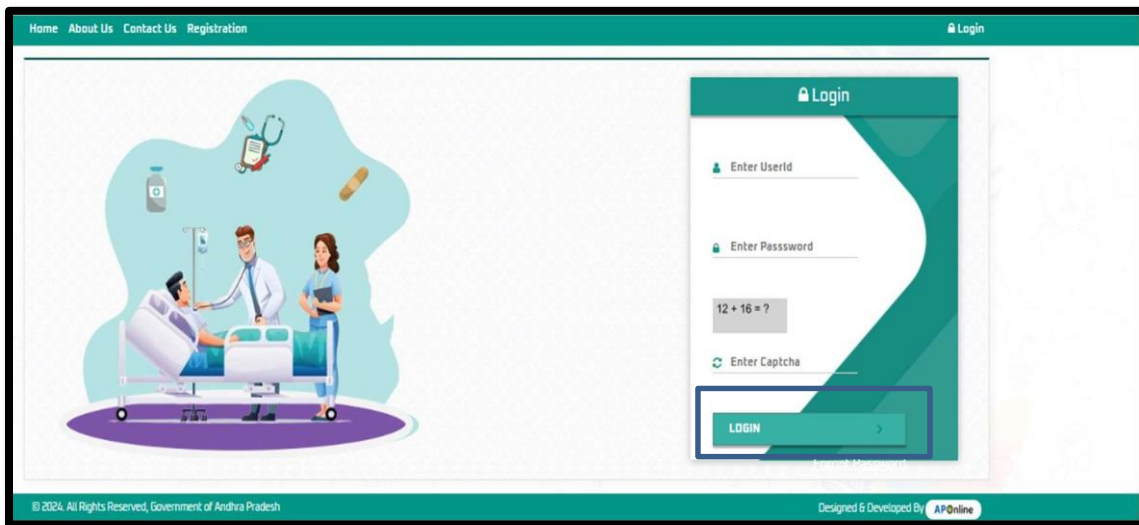


Figure 7: Login Page – Login

3.3 Application Submission:

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

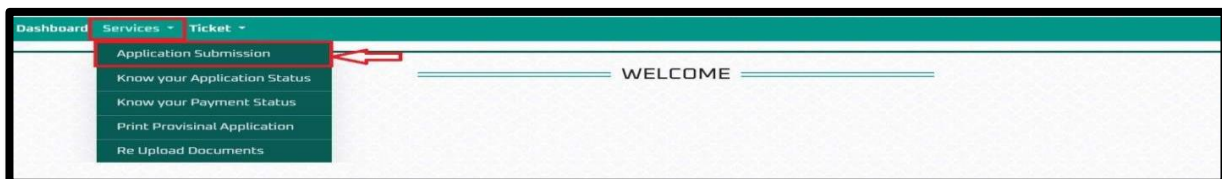


Figure 8: Application Submission – Link



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. Local/Non-local Region
- d. Upload Documents

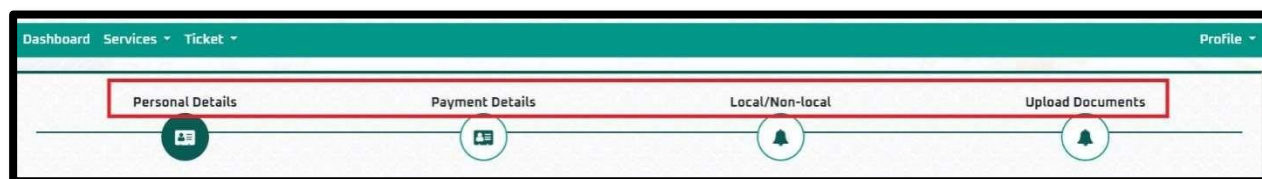


Figure 9: Application Submission – Tabs

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:

NEET details will be auto populated from NEET data. Fill in the Educational Details, Personal Details, and Residential Address, then click the “Save and Continue” button.



Personal Details	Payment Details	Local/Non-local	Upload Documents
NEET Details:		Registration ID: PG24MQ11000010	
NEET Hall Ticket No. (Roll No.) *	NEET Rank *	NEET Score Percentile *	Name as per NEET *
2000000000	50000	75.50	DONDUKURI SHY TEJASWINE
Date of Birth *	Mother's Name *	Father's Name *	
20/03/1995	DHINTHALAPUDI KUMESWARA	DONDUKURI MADHUSUDHARAN	
Educational Details:			
SSC/EQUIVALENT:			
SSC/Equivalent Board *	SSC Registration Roll No./Roll Ticket No. *	Year & Month of Pass *	
--Select--	Enter SSC/Equivalent Roll No./Roll Ticket No.	--Select-- --Select--	
MBBS DETAILS:			
MBBS Studied *	MBBS University Name *	MBBS College Name *	MBBS Hall Ticket Number *
--Select--	Enter MBBS University Name	Enter MBBS College Name	Enter MBBS Hall Ticket Number
MBBS Admission Year *	MBBS Completion Year *	Internship Completion Date *	Medical Council Registration State *
--Select--	2020	DD/MM/YYYY	--Select--
Medical Council Registration Date (Temporary/Permanent) *	Medical Council Registration No. (Temporary/Permanent) *		
DD/MM/YYYY	Enter Medical Council Registration No.		
Have You Completed PG Medical Degree/Diploma? *			
--Select--			
Personal Details:			
Name (As per MBBS Degree) *	Gender *	Mobile No. *	Alternative Mobile No.
DONDUKURI SHY TEJASWINE	Female	9005717791	Enter Mobile No.
Aadhaar No. *	eMail ID *	Social Status (Caste) *	Caste Certificate Issued By *
Enter Aadhaar No.	Enter Email ID	--Select--	--Select--
Caste Certificate Number *	Minority *	Caste Sub-category *	Caste Certificate Issued District *
Enter Caste Certificate Number	--Select--	Enter Caste Sub-category	--Select--
Citizenship *	POW (Person with Benchmark Disability) *		
--Select--	NO		
Residential Address:			
House No./Flat No. *	Village/Ward Name *	State *	District *
Enter House No./Flat No.	Enter Village/Ward Name	--Select--	--Select--
Mandal *	Pin Code *		
--Select--	Enter Pin Code		
Claiming S2 or S3:			
Claiming NRI Quota(S2) *	Claiming Institutional Quota(S3) *		
--Select--	--Select--		
Save & Continue			

Figure 10: 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.

Note:- If the OCI/PIO card issue date is 04/03/2021 or later, the candidate is not eligible for the S1 Quota and same candidates claims 'NO' for "Claiming Institutional Quota (S3)" and "Claiming NRI Quota (S2)" those candidates are not eligible for application submission.

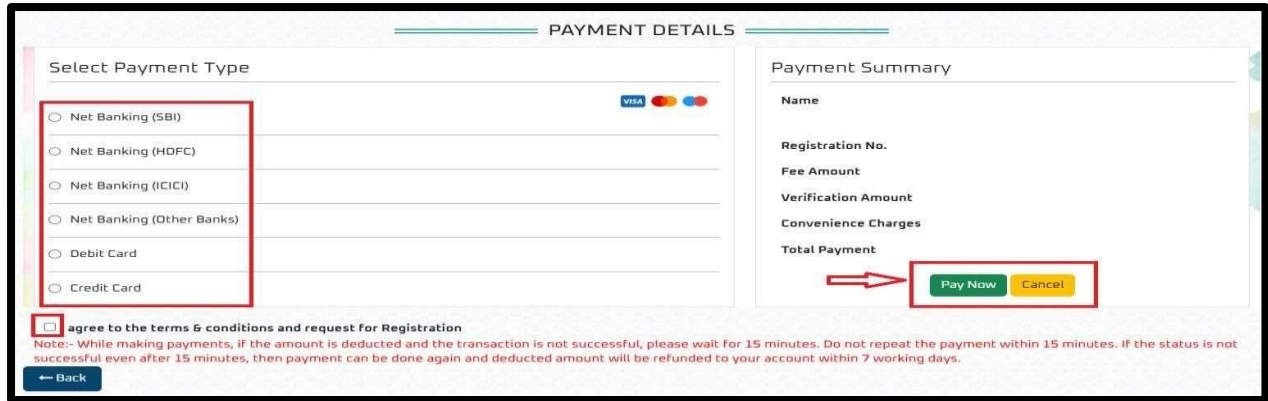
Fee Payment:

Figure 11: 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.

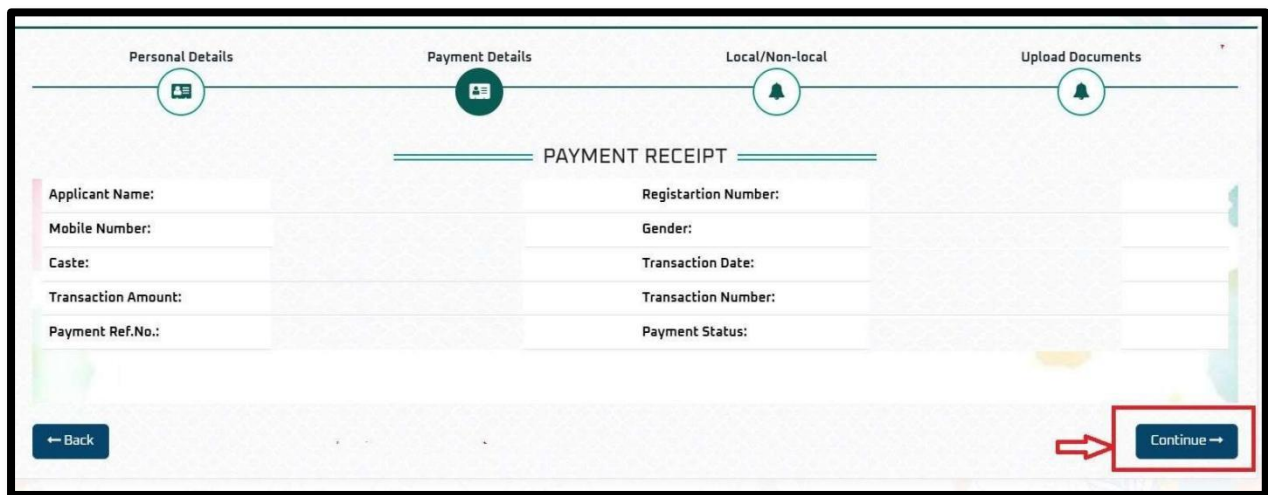


Figure 12: Application Submission – Payment Success

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.

Educational Local/Non-local Region:

Based on the candidate's MBBS education, they will fall under one of the following regions:

- ❖ Andhra Pradesh Region
- ❖ Other Region
- ❖ MBBS studied in SMC Vijayawada

Andhra University Region/ Sri Venkateswara University Region (except GDC GOVT. DENTAL COLLEGE AND HOSPITAL, VIJAYAWADA):

The region will be automatically displayed in the region field based on the location of the MBBS college studied in Andhra Pradesh. Click “Save and Continue” button.



Figure 13: Application Submission – AU/SVU Educational Region

Other Region:

The candidate falls under the Other region, as shown below.

The candidate needs to select 'Yes' or 'No' in the 'Do you want to claim, 'Migrated from TG to AP'?' dropdown.

- If 'No' is selected, the candidates under the 'Other' region are eligible for management quota.

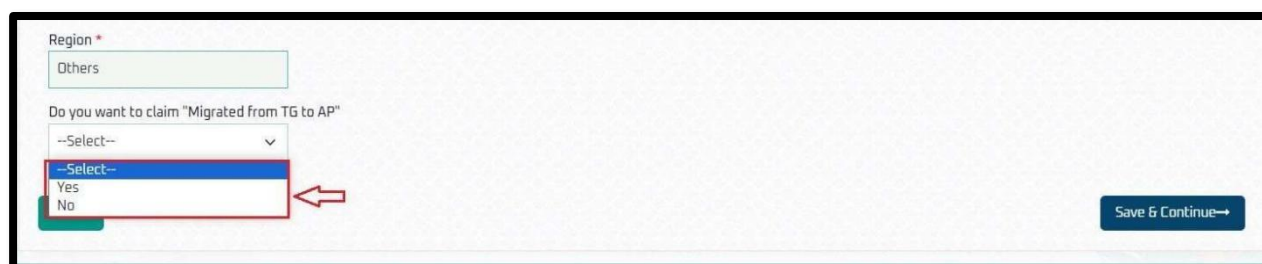


Figure 14: Application Submission – OU Educational Region

If 'YES' is selected, migrated details will be displayed. Please select the local certificate issued by, the migrated district, and enter the certificate number.

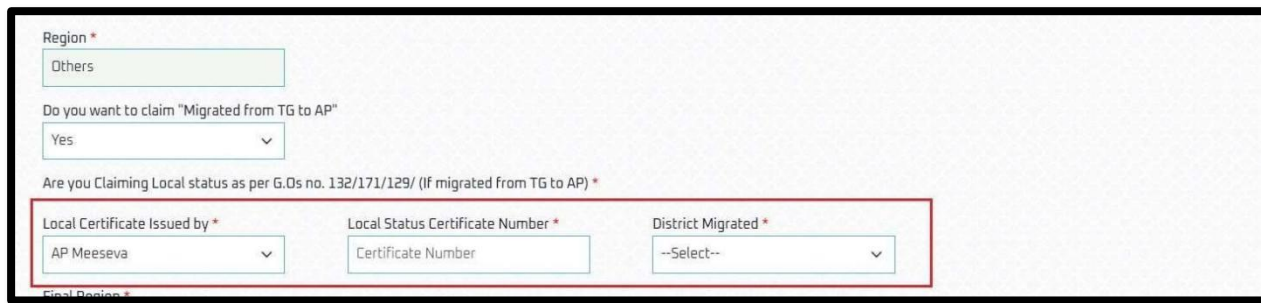


Figure 15: Application Submission – OU Region - Migrated from TG to AP

After entering the details, the final region will be displayed as shown below. Click the “Save & Continue” button.

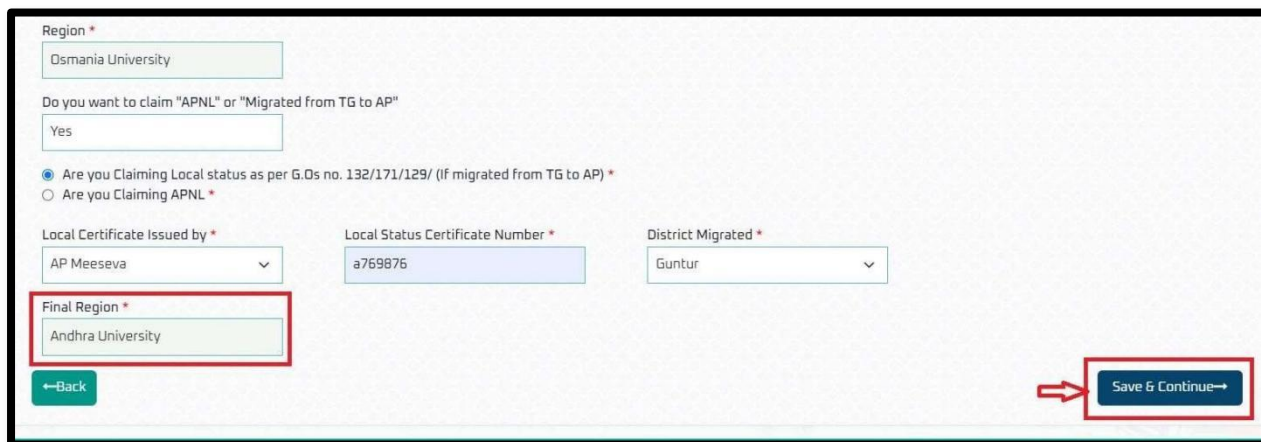


Figure 16: Application Submission – Other Region Migrated – Final Region

MBBS studied under SMC Vijayawada College

If the candidate studied MBBS at SMC Vijayawada college, they should upload details from classes 6 to 12 in the grid for educational region calculation.

After entering all details, the educational region will be displayed as shown below. Follow the above process based on the educational region to determine the final region.



EDUCATIONAL DETAILS (FOR LOCAL AREA/REGION VALUATION)

S.No	Class	Year of Study	State	District	School/College/Institute	Upload Certificate (PDF Only / 500 KB)	Preview
1	XII	2003	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
2	XI	2002	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
3	X	2001	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
4	IX	2000	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
5	VIII	1999	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
6	VII	1998	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA
7	VI	1997	Andhra Pradesh	Anakapalli	Enter Institute Name	Choose File No file chosen	NA

Region *

Andhra Pradesh

←Back

Save & Continue→

Figure 17: Application Submission – SWI – Educational Region

➤ Documents Uploads:

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

**Upload Documents:**

All uploads must be in PDF format & maximum size of 1000KB

S.No	Document Name	Upload Document		Preview
1	NEET PG Score Card (Current Year)	Choose File	No file chosen	NA
2	Birth Certificate (SSC Marks Memo)	Choose File	No file chosen	NA
3	Photo Identity Proof (Aadhaar Card, PAN Card etc.,)	Choose File	No file chosen	NA
4	Original MBBS Degree (or) Provisional MBBS Pass Certificate	Choose File	No file chosen	NA
5	MBBS Study Certificate	Choose File	No file chosen	NA
6	MBBS Transfer/Migration Certificate	Choose File	No file chosen	NA
7	Internship Completion Certificate	Choose File	No file chosen	NA
8	Medical Council Registration Certificate	Choose File	No file chosen	NA

[← Back](#)[Save Documents](#)

Figure 18: 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.

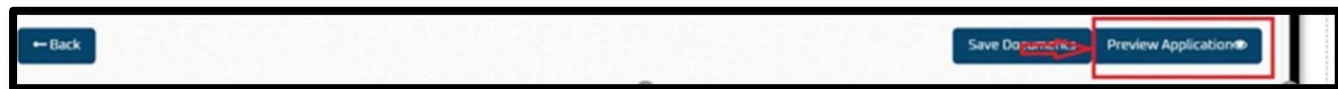


Figure 19: Application Submission – Preview Application Link

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.



Figure 20: 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.

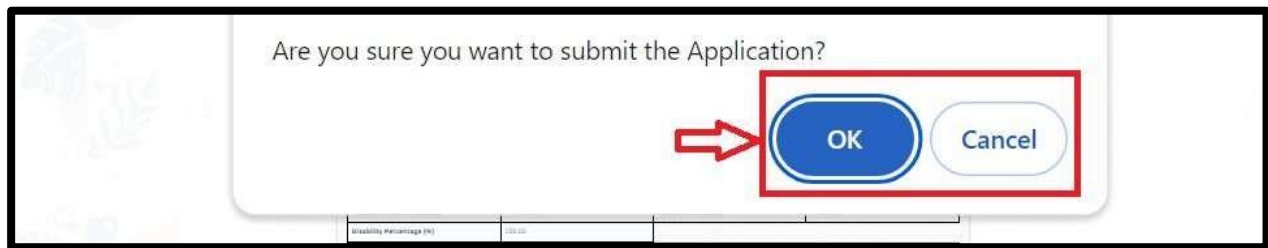


Figure 21: Application Submission – Submission Confirmation

3.3 Know your Payment Status

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

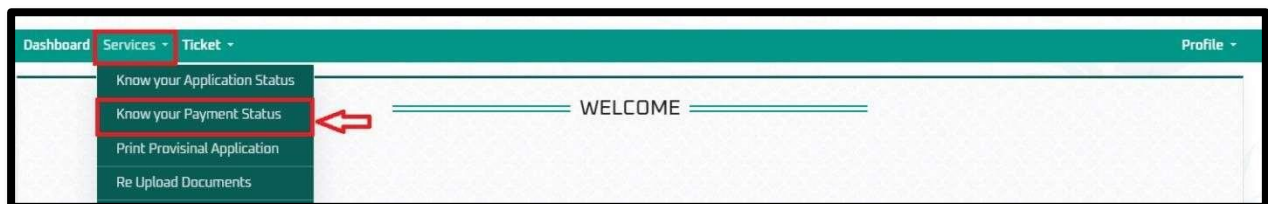


Figure 22: Know your Payment Status – Link

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.

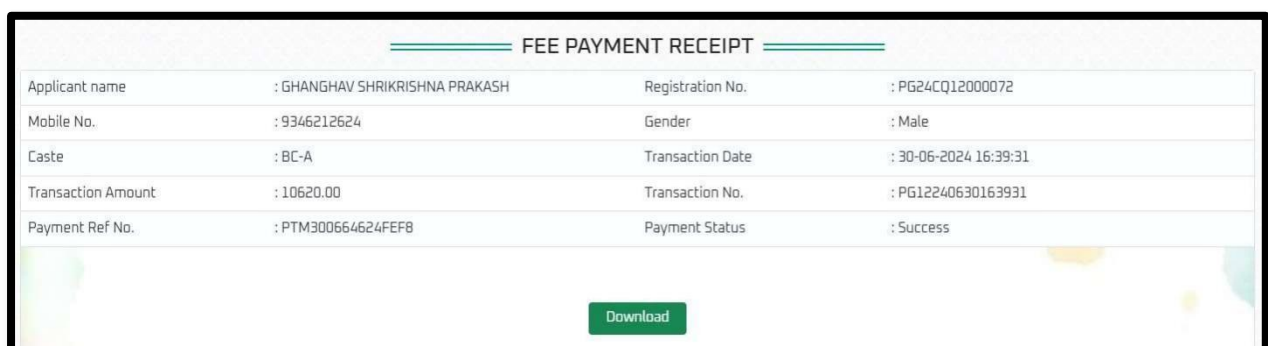


Figure 23: Know your Payment Status - Receipt

3.4 Print Provisional Application

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



Figure 24: 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.



NEET DETAILS

Registration ID			
NEET Roll No./Hall Ticket No.			
NEET Rank			
NEET Score			
Name as per NEET			
Date of Birth			
Mother's Name			
Father's Name			

PERSONAL DETAILS

Name (As per 10th Degree)	Gender
Mobile No.	Alternate Mobile No.
Aadhaar No.	EMAIL ID
Marital Status (State)	Religion
Course Sub-category	Caste/Religion
Date of Issue of (SC/ST) Card	Photo (Person with Benchmark Disability)
Photo Certificate Issued by	Photo Certificate No.
Disability Percentage (%)	

RESIDENTIAL ADDRESS

House No./Flat No.	Village/Town & Name
State	District
Pin Code	Landmark

EDUCATION DETAILS

10C (or) Equivalent	
10C/Equivalent Board Name	10C/Equivalent Roll No./Hall Ticket No.
Name & Match of 10C	
10th State	10th University Name
10th College Name	10th Hall Ticket No.
10th Admission Year	10th Completion Year
Internship Completion Date	Dental Council Registration State
Dental Council Registration Date	Dental Council Registration No.
Any Other PG Details?	

REGION

S.No.	Enter Type of Local Status	Region as per Academic Years	Region Chosen
1	Claiming APNS, with AP domicile	Non-Local	APNS, with AP domicile

UPLOADED DOCUMENTS

S.No.	Documents
1	NEET PG Score Card (Current Year)
2	10th Certificate (10C Name Match)
3	10th Certificate
4	10th Identity Proof (Aadhaar Card, PAN Card etc.)
5	Aadhaar Card
6	Photo (Person with Benchmark Disability) (Latest 3 months)
7	Original 10C Degree (or) Provisional 10th Mark Certificate
8	10th Study Certificate
9	10th Transfer Certificate
10	Internship Completion Certificate
11	Dental Council Registration Certificate
12	Other PG Certificate
13	Minimum 10 years study Certificate of student/father of parents, if studied in Andhra Pradesh only
14	Candidate Photo
15	Candidate Signature

Download

Figure 25: Print Provisional Application – Download



3.5 Know your Application Status

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

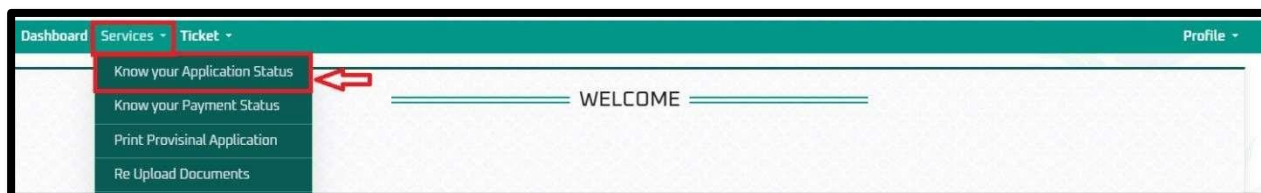


Figure 26: Know your Application Status – Link

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.

Candidate can be downloaded and print out the Application Status

APPLICATION STATUS			
Hall Ticket No.:	2455111707	Registration No. :	PG24CQ12000072
Applicant Name :	GHANGHAV SHRIKRISHNA PRAKASH	Mobile No. :	9346212624
Gender :	Male	Email :	venu.gadde@aptonline.in
Caste :	BC-A	Payment Status :	Success
Transaction Date :	2024-06-30 16:39:31	Application Status :	Application Submitted

Figure 27: Know your Application Status - Status

The remaining services related user manual will be shared shortly.

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