



UNIVERSITY OFFICE

Darjeeling Hills University Office
First Floor, ITI Building
Email: contact@dhu.edu.in

DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo
Darjeeling District, West Bengal—734313
Email: contact@dhu.edu.in
Website: www.dhu.edu.in

DARJEELING HILLS UNIVERSITY ADMISSIONS 2025 GENERAL INSTRUCTIONS FOR APPLICATION

GENERAL INSTRUCTIONS

Candidates are requested to read the information provided below before filling up the Online Admission Form:

1. Before applying please read the Eligibility criteria carefully.
2. Before starting the mobile registration process, you are advised to consult the “HOW TO APPLY” section below.
3. IMPORTANT :
 - a. Please ensure that a printer is connected with the computer you are working on.
 - b. For the best view use Google Chrome or Mozilla Firefox 3.
 - c. Scan coloured Photograph, signature and all documents in the prescribed size and format only.
 - d. Please fill carefully Category, Gender, Year of Passing, Educational Information and all mandatory fields marked as asterisk (*).
4. Each candidate will need to register a mobile-number and create their password only once and verify mobile number through OTP (one-time-password). The password, created by you will be the password for future login. After registration, they can save their inputs and login as many times to complete the form-fillup process.
5. After submitting the application, he/she will get a unique Application ID for their identifications and all further admission processes will use this Application ID to refer to the allocated candidate.
6. Incomplete and/or incorrect application shall be liable to be canceled.
7. The candidate will need to take a print-out of duly completed application-form for future use and submissions.
8. The provisional lists of candidates and other details of the admission procedure will be published on the website only (dhu.edu.in). No separate letter for interview and admission will be issued to any candidate.
9. Names of the selected candidates will be published on the Website through different Merit Lists. According to the merit list, candidates will pay and take online admission. Once a student's name appears in the merit-list and he/she fails to take admission within stipulated time, his/her name would not be considered in any subsequent list. Vacancies arising out of cancellation may be filled up from the waiting list candidate in order of merit.



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HOW TO APPLY

Candidates are requested to read the information provided below before filling up the Online Admission Form.

(A) What do you need to complete the online application process for Darjeeling Hills University?

As an applicant you would need the following:

1. A mobile Number for registration and to receive SMS based notifications or communications related to the complete online admission process.
2. An Email ID for receiving all future correspondence till the admission process is over and subsequently, if admitted.
3. Access to computer facilities with internet connectivity, connected printer and scanner.
4. A recent passport size colour photograph (for scanning and uploading in “.jpeg/jpg” format only, and file size of scanned photograph should be within 20-40 KB).
5. Your signature using Blue/Black pen on white sheet of paper (for scanning and uploading in “.jpeg/jpg” format only, and file size of scanned signature should not be more than 10-20 KB).

(B) Steps to be Followed for Filling the Online Application

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your:

1. Recent passport size colour photograph.
2. Scanned signature; as specified in section A(5) above.
3. All other supporting documents, which will be needed at different stages of the process.

The entire process of filling an online application form can be completed in five stages. The stages are:

1. Click on the online portal link provided in the DHU Admissions 2025 page of the university website (<https://www.dhu.edu.in/admissions/admissions-2025/>).
2. Read the Prospectus and other information of your eligibility etc. carefully before starting the process.
3. Register your mobile number. Please preserve your created password for future use. After mobile-verification through OTP it will get activated.
4. Application form will appear on the screen. Fill up the details in the application form which will have following sections:



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- a. Applicant's Basic Information.
 - b. Academic details.
 - c. Document uploading section where, scanned image file of your Photograph.
 - d. Signature and other required supporting documents in prescribed format to be uploaded.
 - e. Preview of Application-Form along with Confirmation & Declaration.
5. After a successful completion, you will be able to download/print-out the submitted application-form, and in this download you will get your Application ID. This Application-ID will represent and identify the applying candidate until the admission process concludes.

(C) Important Notes

At the stage of PREVIEW of Application-form, if you notice any incorrect or insufficient data/information in your form, you can edit/change/modify your form. Once you submit/confirm the PREVIEW and save the form, you will not be able to change/edit/modify anything in your application-form.

1. You can save your application at any stage and you can continue after the next login.
 2. Scanned copy of educational qualification should be in PDF format and all other documents should be in JPEG format in the mentioned size (check your requirements, file-size and file-type in the UPLOAD section before scanning).
 3. Documents to be uploaded:
 - a. Colour Passport size Photograph.
 - b. Signature of the Candidate.
 - c. Age Certificate (Admit Card of Secondary/Madhyamik or Equivalent Examination).
 - d. SC/ST/OBC Certificate issued by the appropriate authority. PWD Certificate issued by the appropriate authority.
 - e. EWS Income Certificate issued by the appropriate authority.
 - f. BPL Card and Income Certificate.
 - g. Aadhaar Card / PAN Card.
 - h. All Academic Marksheets of Secondary, Higher Secondary, Graduation and other Examination.
 4. You cannot proceed further without uploading all documents required by the system in prescribed file size and file-format.
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