

Directives for "Applicants" to Access and Fill the Lucknow University Verification of Student Information and Documents Application Form

Step 1 –Register on the Portal (For 1st time users)

- To register on **Verification of Student Information and Documents Portal**, navigate to the URL : <https://fee.lkouniv.ac.in/apps/Public>
- Subsequently you will be redirected to the Organization Profile page. Fill the following details:
 - **Organisation's Name**
 - **Contact Person's Name**
 - **Contact Person's Mobile No.**
 - **Contact Person's Email ID**
 - **Organisation Type***
 - **GSTIN No.**
 - **PAN No.***
 - **Organisation/Registration Certificate***
- Click on **Proceed to Mobile Verification**
- An OTP will be sent on the registered mobile number.
- After entering the OTP, user will receive the user id and password on his/her Mobile No./Email Id.
- Users will enter the user id and password.
- Organization Profile will be created and the user will be redirected to the Dashboard.

Note - GST number is optional in case of Government Organization, but mandatory in case of Private Organization.

For Login (Existing Users)

- Users need to input their user id, password and captcha in the designated fields.
- Subsequently they will be able to log in.
- Following a successful login, they will be seamlessly redirected to the Dashboard.
- Click on New Request button on the Dashboard.
- The **Application Form** page will be displayed.

Step 2 –Filling the Application Form

To Complete the form, Users will have to submit the below details:

Student Details

- Name of the Student*
- Father's Name of the Student*
- Upload Documents (Enter **Student's Roll No., Course Name, Name of Document**)

After uploading the documents, click on **Save**.

Mention Reason for Verification.

Click on **Submit** button.

Subsequently you will be redirected to the Payments Page.

Step 3- Make Payment

- Select your bank and click on **Proceed**.
- You will be seamlessly redirected to the Payment Gateway Page.
- Select your mode of payment and proceed to pay.
- After successful payment you will be redirected to the Payment Success Page.

Payment Reconcile

- If the payment request has been processed multiple times, yet the payment remains unsuccessful, then the user can check the status of the payment by clicking on the Reconcile button.
- After clicking on the Reconcile button, if the payment is shown as unsuccessful, then you can retry making the payment by clicking on the **Pay Now** button.