

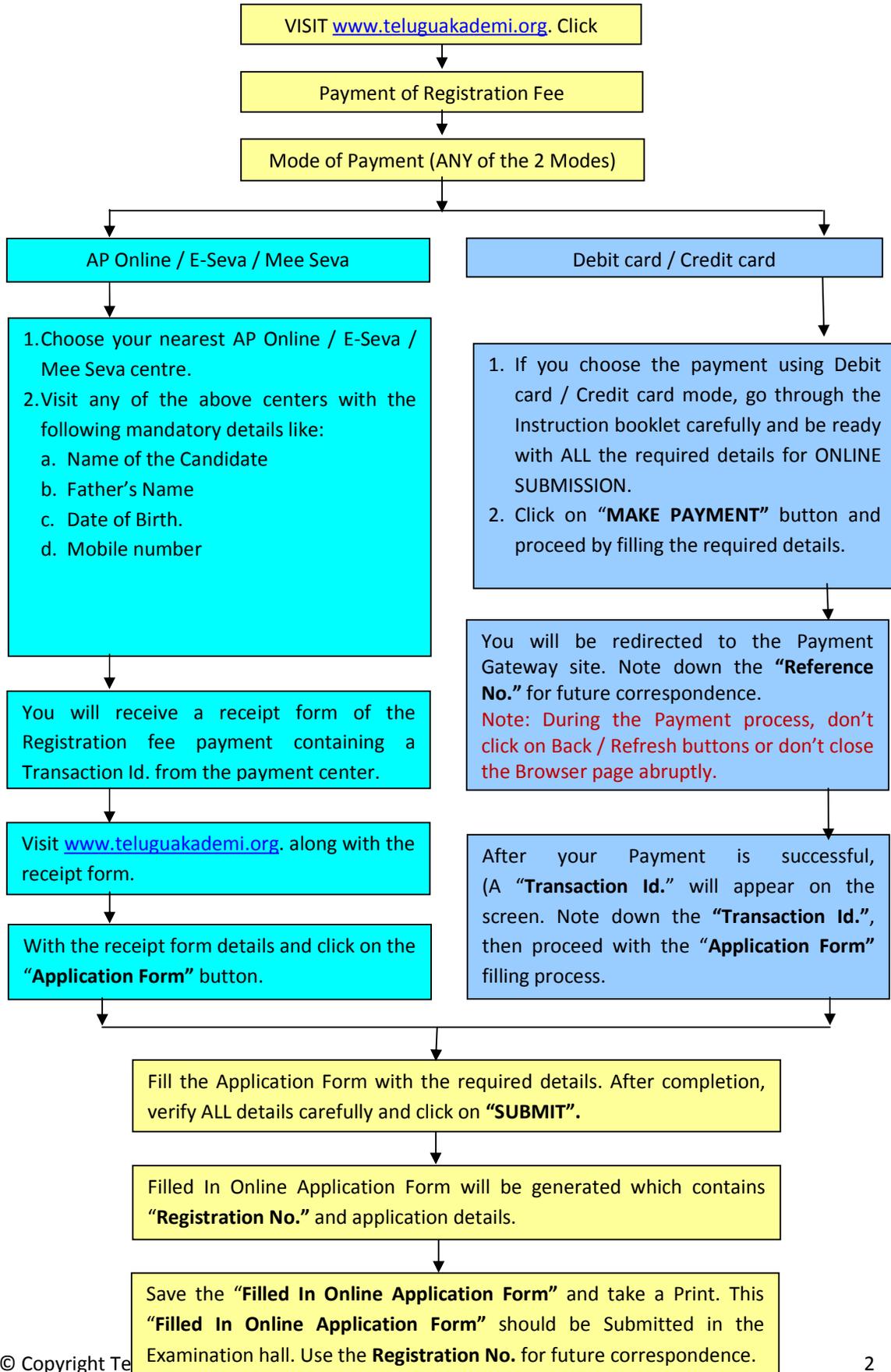
## **USER GUIDE TO FILL THE ONLINE APPLICATION FORM**

Before filling the Online Application Form, keep the **following mandatory details** ready to fill in the appropriate fields:

### **The Mandatory details are as follows:**

<b>S.NO.</b>	<b>DETAILS REQUIRED</b>	<b>DOCUMENT TO BE REFERRED</b>
1.	<b>AP Online / e-Seva / Meeseva Transaction Id. (if payment is being made through AP Online / e-Seva / Meeseva Center)</b>	Receipt form from AP Online / e-Seva / Meeseva Center
	<b>Credit or Debit card details (If payment is being made through Credit/Debit card)</b>	Credit Card / Debit Card
4.	<b>Date of Birth</b>	Birth Certificate / SSC or Equivalent Certificate

## FEE PAYMENT AND ONLINE APPLICATION FORM FILLING FLOWCHART



1. On your Internet Browser (preferably Internet Explorer version 6.0 and above) type the website address [www.teluguakademi.org](http://www.teluguakademi.org), press **ENTER** button and you will see the following screen displayed.
2. Click on the **"APPLY ONLINE"** as shown encircled below. A new page will appear on the screen.
3. Registration Fee Payment Procedure Web Page appears:
4. In the new page, select the appropriate Registration Fee payment mode (AP Online / e-Seva / Meeseva or Debit / Credit card)
  - (a) If the payment mode selected is AP Online / e-Seva / Meeseva follow the instructions given.
  - (b) After the Registration Fee is paid at AP Online / e-Seva / Meeseva a receipt form which contains the Transaction Id. should be used for the next step.

**OR**

- (c) If the payment mode selected is Debit / Credit card follow the instructions given in the above screenshot of the **Registration Fee Payment Procedure** web page
5. After steps 3 (a) and 3(b), the **"Payment Verification"** page will appear. An SMS will be sent immediately to your mentioned Mobile number along with Transaction Id.

Fill in the same details as mentioned in the previous stage (AP Online / E-Seva / Meeseva centres) along with Transaction Id. (NOTE: Enter the same details, otherwise the next page will not appear). For example, refer the Payment Verification page with the details entered:

**OR**

As given in step 3 (c), if payment mode selected is through the **DEBIT / CREDIT CARD (PAYMENT GATE WAY)** the control will be navigated to the PAYMENT GATEWAY, for payment purpose. Once the payment is completed, the candidate will be automatically redirected to the [www.teluguakademi.org](http://www.teluguakademi.org) page to complete the Online Application Form with the required details. .

**(NOTE: During the Payment process, don't click on Back / Refresh buttons or don't close the Browser page abruptly.)**

The following pages will be displayed during the Registration Fee Payment through Debit / Credit card and proceed to the **ONLINE APPLICATION FORM** as given in **Step 5**.

**Payment Through Credit Card / Debit Card page:**

After entering the correct and mandatory details in the given below in the page of **Payment Through Credit card / Debit card** page, select the card type (VISA or MasterCard or

Maestro) mentioned on the card and click the encircled button **Make Payment**. Be ready with the **Card related details (Card number, Expiry date / From date, Security Code / CVV number, etc)**.

The control will take you to the **BANK page** (eg: AXIS BANK). Select the relevant card logo, it will proceed to the next page.

Enter the relevant details like Card Number, Expiry Date & Security Code and click the encircled button **PAY NOW**.

**(NOTE: During the Payment process, don't click on Back / Refresh buttons or don't close the Browser page abruptly, instead maintain patience as prompted on the screen)**

The confirmation of successful payment of Registration Fee is shown with the "**Transaction is successful**" item in the below page "**Payment Status**". Click on the encircled button "**Proceed to Online Application Form Filling**" and you will be taken to the next page.

5. In the Online Application form:

**NOTE:1) All fields with '\*' symbol are MANDATORY fields.**  
**2) As per details provided during the Registration Fee payment at AP Online / e-Seva Meeseva centers or Debit Card / Credit Card, certain Items in the Online Application Form are FROZEN.**

#### **Photograph & Signature:**

The candidates are required to upload the photograph and signature files. The photograph file should be in the .jpg file format and the size should be less than 30 KB. The Signature's file format should be .jpg format and the size has to be less than 15 KB.

You will view a **FILLED IN ONLINE APPLICATION FORM** page.

This page can be directly given for a print by clicking on the icon **Print**.

#### **ADDITIONAL FACILITIES:**

1. Later, if the candidate wishes to take the print of the same page again, he/she can visit [www.teluguakademi.org](http://www.teluguakademi.org) (home page) and click on encircled item **Print Your Filled In Application Form**.

The candidate has to enter **Registration No.** and **Date of Birth..**

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