

## Subject : Re-Registration for Academic Session January 2017 and Instructions & Steps for ONLINE Processing by Yourself.

Dear Learner,

As per the provisions laid down in the Programme Guide, you are eligible and required to REGISTER (**ADMISSION**) TO the next Year / Semester starting **January 2017**, irrespective of the fact whether you have appeared in the examination or not or whether you have passed or not in the courses you have registered in the current academic session.

For January 2017 Academic Session you are required to make your Re-Registration to 2<sup>nd</sup>/ 3<sup>rd</sup> Year/ Semester **ONLINE ONLY**. For this please follow the steps for **REGISTRATION TO YOUR NEXT YEAR/ SEMESTER** given below:

### Steps for filling Online form:

- Open the URL (<https://onlineadmission.ignou.ac.in/onlinerr/>).
- Click on 'Apply Online Re-Registration Form'.
- Log in to the system using your 'Programme' and 'Enrolment No'.
- Check your Enrolment No., Name & Programme and then click 'Continue' button.
- Fill course details i.e. selection of the optional/Elective Courses from available groups
- Save your selections and click on next button, confirm your details and check the self declaration box and click on "Accept & Proceed Payment" button.
- Make payment of Fee through the Credit/Debit card/Net Banking.
- Payment confirmation message is sent to you through SMS and email
- Once you have made the payment and click the "NEXT" button you will get the Form Preview option. Save/Print your form for future reference.

### BEFORE FILLING OF ONLINE RE-REGISTRATION FORM FOLLOWING THINGS ARE TO BE KEPT HANDY:-

1. Enrolment Number, Program Code.
2. List of courses which are to be opted.
3. Credit Card / Debit Card (Master/Visa/Rupay) / Net Banking.

In case of Any Problem faced, please take help from your Study Centre. May also visit <https://onlineadmission.ignou.ac.in/onlinerr/Upload/User Manual 1.0.pdf>

Best wishes



Regional Director

**Last Date for ONLINE RE-REGISTRATION is : 20<sup>th</sup> December 2016 (Without late fees)**

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