

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

ACADEMIC ADMISSIONS 2017

ONLINE OPTION REGISTRATION

The option registration is an online activity requiring internet connection. Through online option registration, candidates can submit their preference for the academic programmes for which they wish to join.

How to register online options- Step-by-step Procedure

1. Take a print out of this instruction manual and read it carefully.
2. In order to register options candidates should login to their home page (www.cusat.nic.in) using their **user name** and **password**.
3. In the candidate's home page click on the link "**Option Registration**" and proceed. For candidates eligible for different programmes there will be separate links for each programme. In such cases option must be submitted one after another for each programme.
4. Candidate can exercise as many options as he prefers. Select as many courses as you prefer.
5. In the case of B Tech, the fees of State Merit seats, which is available only for Keralites, is less than the fees of All India Merit Seats. So select State Merit seats, if eligible, first then All India Merit Seats. Those who applied under NRI category should also opt NRI seats if they want to be considered for NRI Seats.
6. From the available option list box on the left side the candidate can add as many options as required to the "selected options box" on the right side. For this the candidate should first select the option he/she wishes to choose and then click the **Add** button. The selected option will now appear in the "selected options box" on the right side.
7. The order of the selected options can be changed using the **Move Up** or **Move Down** button. Selected options can be removed using the **Remove** button.
8. Now click **Submit** button to get the preview of the options exercised by the candidate. The order in which the courses appear in preview page will be the order of your preference.
9. Candidate can now click **Confirm** button to finalize the option registration procedure or click **Back** button to go back to the previous page to make changes.
10. Candidates can edit their options or marks till the last date of option registration specified separately for each programmes.
11. After finalizing their options candidates should take print out of their options and should terminate their session by clicking the **logout** button.
12. No changes will be permitted after the last date of option registration under any circumstances.
13. Schedule and instructions for allotment/admission will be published separately.
