Online Admissions Module for Degree Colleges

User Manual for Spot Admissions

ANDHRA PRADESH Centre for Financial Systems and Services
Step 1: Open the [https://oamdc.ap.gov.in](https://oamdc.ap.gov.in) in the browser.
Step 2: Click on Department Login.
Step 3: Provide the Credentials allotted to the College.
Step 4: Click on Sign in.
Step 5: Click on Services.
Step 6: Select Spot Admissions Service.

User ID
User ID

Password
Password

274631

Enter Above Captcha

FOR SECURITY REASONS DO NOT REFRESH THE URL

<table>
<thead>
<tr>
<th>College Code</th>
<th>College Name</th>
<th>College Type</th>
<th>Management</th>
<th>Year of Establishment</th>
<th>No. of Courses</th>
<th>Sanctioned Strength</th>
<th>Hostel Status</th>
<th>College Details</th>
<th>Course Details</th>
</tr>
</thead>
</table>
Step 7: Enter the Candidate details like board, Hall ticket Number, Year of Passing, Aadhar Number, Student Name, DoB, Mobile Number, Reservation category and Click on Proceed to Pay.

UG Online Admission Payment Form

Intermediate/10+2/Equivalent Board Name:

Intermediate/10+2/Equivalent Hall Ticket Number:

Intermediate/10+2/Equivalent Class Year:

Pass Out Type:

Aadhar Number:

Student Name:

Date Of Birth:

Mobile Number:

Reservation Category:

Application Fee(Rs):

Proceed to Payment

Important Note:
Fee once paid is not refundable under any circumstances.
If the information furnished by you is found incorrect, you will forfeit your admission.
All the students who do not belong to the Board of Intermediate Education AP can apply online and must visit the nearest help-line center to them for the verification of their certificates.
Step 8: Select the Transaction Type available.
Step 9: After the Successful Payment, Reference Number and Application ID will be Displayed.
Step 10. Enter the details like Name, Gender, Father Name & Mother Name etc., in the Specified Fields.
Step 11: Provide the Candidate Present and Permanent Address in the Fields Specified.
Step 12: enter the Details like Religion, Reservation Category, blood Group and Identification Marks, Caste Certificate Number and Income Certificate Number (Not Mandatory) in the Specified Fields.
### Step 12: Select the Place of Study from the Dropdown for the Previous Academic Years

<table>
<thead>
<tr>
<th>Class</th>
<th>Place of Study</th>
<th>School/College Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Class (12th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>11th Class (11th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>10th Class (10th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>9th Class (9th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>8th Class (8th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>7th Class (7th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td>6th Class (6th class) *</td>
<td>--Select--</td>
<td></td>
</tr>
</tbody>
</table>

**Student Photo (Student Photo)**

- Choose File: No file chosen
- Note: Upload JPEG/JPG images less than 100kb only

**Student Signature (Student Signature)**

- Choose File: No file chosen
- Note: Upload JPEG/JPG images less than 100kb only
Step 13: Click on the Report available.
Step 14: Click on the Allot Seat
**Step 15: Click on Allot Seat for the Candidate.**

<table>
<thead>
<tr>
<th>S No</th>
<th>Application ID</th>
<th>Applicant Name</th>
<th>DOB(dd/mm/yyyy)</th>
<th>Inter Hall Ticket</th>
<th>Inter Pass Year</th>
<th>Inter Board</th>
<th>Mobile</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAM20211012249</td>
<td>satish</td>
<td>01/01/1995</td>
<td>11111111111111</td>
<td>2018</td>
<td>Dr. Y S R Horticulture UNIVERSITY</td>
<td>9600428181</td>
<td>Allot Seat</td>
</tr>
</tbody>
</table>

*Click on the text with blue color to get Detailed Reports*
Step 16: Details of the Candidate will be displayed.
Step 17: Select the Course
Step 18: Click on Confirm.
Step 19: After the Allotment the Candidate Added to the Course.
Thank You