



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)

3rd, 4th, 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road,
Atmakur(V), Mangalagiri(M), Guntur-522 503, Andhra Pradesh

Web: www.apsche.org. Email: academiccell@apsche.org



Guidelines for OAMDC – 2025

As per G.O. Ms. No. 45 Higher Education (CE) Department Dt.

16.07.2025

FOR CANDIDATES

1. Registration:

Registration of the candidate can be done anytime-anywhere during the Registration period by paying the processing fee.

1.1. Payment of Processing fee:

Rs.400/- for OC, 300/- for BC and Rs. 200/- for SC/ST through online by credit card/ UPI Payments/debit card/ (or) net banking through the "Pay Processing Fee" link in the web site <https://oamdc.ucanapply.com>. All the eligible and desirous candidates can pay the processing fee from 20.08.2025 onwards using URL <https://oamdc.ucanapply.com>.

- Processing fee can be paid through online using credit card or UPI Payments or debit card or through internet banking.
- Enter URL <https://oamdc.ucanapply.com> and after filling in the required details of the Registration Page, click on "Proceed to Payment".
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking or UPI Payments and enter credentials.
- The transaction charges will be levied as applicable.

Important Note:

Payment of processing fee may sometimes be delayed due to network issues and payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and the amount debited due to failure of transaction will be remitted back into the respective account within 7 working days from the date of payment. If excess payments are not remitted in 7 working days candidate has to send information like Hall ticket number, Transaction Id, Date of Payment etc to the Email Id: ugonlineadmns@apsche.org and action will be taken immediately for refund. Candidates are requested to note that only one payment will be taken and the amount paid in excess will be refunded automatically.

2. Filling Up of Application Form

After successful registration, the candidates have to login to the portal for the application form available on the portal. Details are auto-populated for those applicants where the details are auto verified. Application form needs to be

filled up by those applicants whose details are not auto-verified, usually applicants who are qualified from Boards, other than Board of Intermediate Education (BIE), Andhra Pradesh. Those candidates whose details are not auto-verified need to upload the document to be verified by the Verification Officers (Online). Similarly, candidate with special category registration, has to upload the required documents and verification shall be done by the concerned officials at special verification centres, identified. (Guidelines for Special Category Verification will be issued separately).

3. Exercising of Web Options

Candidates have two ways of exercising web-options.

A. On applicants own on the OAMDC portal.

B. At a particular College where the applicant desires to get admission.

The Candidate can choose only A or only B or Both A and B. It is advised that the candidate chooses both A and B in order to ensure a seat.

Option A: On applicants own on the OAMDC portal.

1. The candidate needs to login into the OAMDC Portal with the Application ID generated at the time of registration and refereed credentials, like Intermediate Hall-Ticket Number and Date of Birth along with his/her password in the login Page.
 - a. If the Candidate forgets or loses the password or forgets or loses the Application ID Forgot Password tab is provided. Where new password is sent to the registered mobile number and email.
2. After the successful login the candidate will be landing on a screen with the below mentioned details.
 - a. Payment Reference ID and Receipt
 - b. Printing of Application Form
 - c. Click Here for Web options.
3. The Candidate may prioritize the Web Options
 - a. By Programme (Course)
 - b. By College
 - a. By Programme (Course):**
 - i. Select the District
 - ii. Select Programme (Course)
 - iii. Click on show Programmes (Courses)
 - iv. The screen displays - details like - Program Name, College Name, Affiliating University, Address of the College, Programme Type (Regular /Self- Finance), Management Type, Intake, and Fee.
 - v. The candidate needs to use the integers from 1 to 'n' as his/her options in the box provided for the preference of choice.
 - vi. After the successful exercising of Web Options, the Candidate need to save the web options.

- vii. OTP is sent to the registered mobile number
- viii. On entering the OTP on the portal screen the web options will be saved
- ix. Message that the web options are saved is displayed on the screen.

b. By College:

- i. Select the District
 - ii. Select College
 - iii. The screen displays the details Like University Name, College Name, Address of the College, Management Type, Programmes offered by the College, Programme Type (Regular / Self- Finance), Intake, and Fee will show.
 - x. The candidate needs to use the integers from 1 to 'n' as options in the box provided for the preference of choice.
 - iv. After the successful exercising of Web Options, the Candidate need to save the web options.
 - v. OTP is sent to the registered mobile number.
 - vi. On entering the OTP on the portal screen, the web options will be saved
 - vii. Message that the web options are saved is displayed on the screen.
4. If the Candidate wishes to Change the Priorities or Delete the Exercised Options
- i. On entering the required details like application ID, etc, OTP is generated and sent to the registered mobile and email.
 - ii. On entering the OPT, the screen of the already exercised web-options will be shown and the candidate can change their web options and save.
 - iii. The same process will be repeated as many times the candidates accesses the exercising the web options screen, till the last date given for exercising web options. After which the candidate has to freeze the web options.

5. Print of Web Options:

After freezing the Web Options, the Candidate is provided with the print option of the exercised web options with date and time stamp.

B. Option B: Admission at a Particular College Chosen by the Applicant

- 1. The college must provide the applicant with a physical application form for the desired program, collecting basic details and indicating the name of the program.
- 2. The college should print the application form submitted by the candidate on the OAMDC portal during registration and verify the original certificates.

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3. Using the login credentials provided by OAMDC, the college must access the designated portal to enter the applications received.
 4. Upon logging into the college portal, a screen will appear prompting entry of the Application ID and Intermediate Hall Ticket Number of the student already registered on the portal. If the certificates are auto-verified, the college must enter the student's order of preferences for eligible programs offered by the college. The options must then be frozen using the OTP sent to the candidate's registered mobile number and email ID.
 5. If a student has not registered on the OAMDC portal, a tab will be available on the college portal to redirect to the OAMDC registration page. The required details and registration fee must be submitted. Certificate verification will be conducted unless already auto-verified. Once verified, the college must enter the student's preferences for eligible programs and freeze the options using the OTP sent to the registered mobile number and email ID.
 6. If the candidate has already exercised web options on the OAMDC portal, those options will be displayed. The preferences entered by the college will be treated as first priority, followed by the options previously exercised by the candidate on the OAMDC portal.
 7. If a candidate wishes to move from one College to a different College, he/she can do so.
 8. When a candidate opts for a different college, that college must also issue a physical application form and enter the candidate's details, as they are already registered. The college must then enter the candidate's preferences for his/her programs. These new preferences will be treated as first priority, followed by the preferences given at the previous college, and followed by the options exercised on the OAMDC portal, if any. To freeze the options by this college, OTP will be sent to the registered mobile and mail of the candidate.

The candidate NEED NOT to pay any fees and NEED NOT submit the original certificates, including the Transfer Certificate to the College at the time of exercising the web options.

IV. Preference of Web Options:

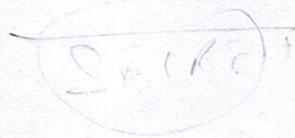
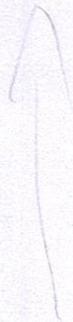
1. The web options exercised by a candidate at the last college visited before the closure of the web options window will be treated as first priority. Preferences for other colleges will follow in reverse order of visitation, meaning the first college visited will be the last in priority.
2. Any choices exercised by the candidate directly on the OAMDC portal will be treated as the second priority, after the preferences submitted at the colleges.

V. Change of Web Options:

1. Candidate may modify their web options exercised on the OAMDC portal during the designated 'Change of Web Options' window period, which opens after the final date for exercising web options at colleges.
2. When the candidate logs on the portal with their credentials, all previously exercised options will be displayed. Preferences entered for the programmes from among the colleges visited **CANNOT BE** rearranged. He/she can only rearrange the priorities exercised on the OAMDC portal. When once the options are frozen by the candidate, preferences from among the colleges visited will remain the first order of priority, followed by rearranged preferences exercised on the OAMDC portal.

VI. Allotment of Seats:

1. Seat allotment is based on merit and the order of preferences. The highest priority is given to preferences frozen from among the colleges visited, in the order of last college receiving first priority followed by the college which is second last visited, i.e., last becomes first and first becomes the last. The options exercised directly on the OAMDC portal will be of the lowest priority.



VII. Clarifications:

S.No.	Question	Answer
1	Whether the student is permitted to approach multiple colleges? i.e., after approaching one college and exercising options for that college can the student move to another college(s)?	<p>Yes --- The student should be permitted to approach multiple colleges. After approaching one College and after exercising options for that College, student can opt for a different college. Second College can issue a Physical application form and can exercise the web options by opting their college options as First Priority College only after due Aadhaar authentication. Earlier Colleges will become Second Priority College.</p> <p>Among the college-entered options, the latest college visited by the student shall override the earlier colleges. For example: if a student first opts through XYZ College and subsequently visits ABC College, the preferences of ABC College will be treated as first priority, while the preferences entered at XYZ College will automatically shift down in priority order</p> <p>In case, the student intends to prefer any college/course as Second option he/she can always exercise the same via Online option. In case, the student prefers to apply physically via college, as mentioned above, the latest applied college precedes the previous one.</p>

S.No.	Question	Answer
2	If the student is permitted to approach multiple colleges, can the student ask the college to record their preferences for programmes of other colleges as per the student's choice in the physical application submitted at a college?	<p>No. A college can enter only the courses/programmes offered in its own institution when a student submits a physical application there.</p> <p>If the student intends to apply for courses offered by other colleges, he/she must exercise such options through the online application portal directly.</p>
3	If the student is permitted to approach multiple colleges, whether the options exercised for the first college will be retained or will be ceased, as and when the student approaches another college or multiple colleges for exercising options?	<p>Yes --- The options exercised at the latest college visited by the student shall override earlier colleges (Physical application).</p> <p>Earlier colleges' preferences will be automatically pushed down in order of priority.</p>
4	If the student is permitted to approach multiple colleges, whether the student is allowed to rearrange his/her options from among all the options exercised by himself/herself and the options exercised at the colleges and/or even add more options?	<p>Student should be permitted to rearrange options exercised by him/her. But he/she cannot rearrange the options exercised by him / her via the College login (Physical application form).</p> <p>Options exercised physically at colleges shall take precedence over the student's independently exercised online options as per the GO.</p>

S.No.	Question	Answer
5	<p>When a student makes his/her independent choices on the web portal lastly after exercised options in multiple colleges, what will be the order or priority for his/her choices?</p>	<p>Amongst the options exercised physically at colleges, the preferences of the latest college visited by the student shall override the earlier colleges. For example, if a student first exercises options through XYZ College and subsequently visits ABC College, the preferences of ABC College will be treated as first priority, while the preferences entered at XYZ College will automatically shift down in priority.</p> <p>The student's own web-entered options will be considered after all physically entered college options, in continuation of this order of priority.</p>
6	<p>Whether the student is allowed subsequently change all the options exercised so far at the Colleges on his/her own using the window period of 'Change of Web Options'? If yes, whether preference of priority goes to the changes made by the student or the options made by the college originally?</p>	<p>During Change of Web options, candidates can rearrange their priority over the options exercised independently by him/her on the web portal.</p> <p>Preferences entered for the programmes by the Colleges applied physically cannot be rearranged.</p>

Illustrations / Examples

Q1. Multiple colleges

Scenario:

- Student Ramesh first visits **XYZ College** → opts for *B.Com (XYZ)*. • Later, Ramesh visits **ABC College** → opts for *BA (History - ABC)*.

Result:

- **ABC College** = *First Priority College* (latest).
 - **XYZ College** = *pushed to Second Priority*.
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Q2. Recording preferences for other colleges

Scenario:

- Student Ayesha visits **PQR College** physically. She wants *B.Sc (Maths - PQR)* and also *BA (Economics - LMN College)*.

Result:

- **PQR College** can record *only B.Sc (Maths - PQR)*.
 - If Ayesha wants *BA (Economics - LMN College)*, she must log in to the **OAMDC portal** herself.
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Q3. First vs later colleges

Scenario:

- Student Sita first goes to **DEF College** → chooses *B.Com (DEF)*. • Then visits **GHI College** → chooses *BA (GHI)*.
- Later, again visits **JKL College** → chooses *B.Sc (JKL)*.

Result:

- **JKL College** = *First Priority*.
 - **GHI College** = *Second Priority*.
 - **DEF College** = *Third Priority*.
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Q4. Rearranging options

Scenario:

- Student Imran enters online himself: *Option 1 = BA (English - MNO College)*, *Option 2 = B.Com (PQR College)*.
- Later, he visits **STU College** physically → opts for *B.Sc (Maths - STU)*.

Result:

- STU's choice becomes **first priority** (fixed, cannot be changed).
 - Imran can still rearrange his *online options (BA - MNO, B.Com - PQR)* below it, in any order.
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Q5. Order of priority when both college and student options exist

Scenario:

- Student Priya first visits **XYZ College** physically → opts for *BA (XYZ)*.
- Then she independently enters online options: *B.Sc (LMN)*, *B.Com (OPQ)*.
- Later, she visits **ABC College** physically → opts for *B.Com (ABC)*.

Result:

- **ABC College (B.Com)** = *First Priority* (latest college visit).
- **XYZ College (BA)** = *Second Priority*.

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- **Priya's online options (B.Sc - LMN, B.Com - OPQ) = Third & Fourth Priority** (in whichever order she set).
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Q6. Change of Web Options window

Scenario:

- Student Ravi visits **JKL College** physically → opts for *B.Sc (JKL)*.
- He also has online entries: *BA (MNO)*, *B.Com (PQR)*.
- During Change Window, Ravi wants to make *BA (MNO)* first.

Result:

- Ravi **cannot alter JKL College's option** (B.Sc JKL stays fixed as first priority).
- But he can rearrange *BA (MNO)* and *B.Com (PQR)* beneath it (e.g., BA second, B.Com third).

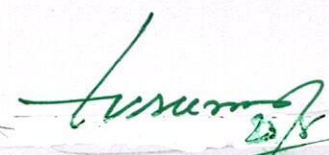
FOR COLLEGES

The College will be provided with a College Login on the OAMDC portal, <https://oamdc.ucanapply.com>. The Login ID is the College Jnanbhumi Code and there will be default password. On the first attempt of login itself, the password needs to be reset.

Exercising the candidate preferences when the candidate approaches the College

1. Issue the candidate a physical application form to fill his/her basic details and record his/her preferences of the eligible programmes offered by the College.
2. After logging on to the OAMDC portal, through the College Login, the details of the candidate, like Application ID of the student, which he/she gets while registering and the Intermediate Hall Ticket Number need to be filled. (Register the student if he/she has not already registered through the OAMDC portal <https://oamdc.ucanapply.com>)
3. An OTP is received on the registered email and mobile number of the candidate.
4. On entering the OTP, the eligible programmes offered by the College (as per the affiliation order for the A.Y. 2025-26) will be displayed for each candidate.
5. The student preferences are to be recorded for the eligible programme(s). The student can choose only one programme or multiple programmes for he/she is eligible, in order of preference, first preference (1), second preference (2), third preference (3), etc. Student's preferences are to be saved. The student receives OTP when the options are being saved. Only after entering the OTP, the options will be saved.
6. The above process is to be done to each student, individually.
7. The College shall keep a record of all the physical applications received from the candidates and give proper acknowledgement for the candidate after receiving the physical application from him/her.

- 8. THE COLLEGE SHALL NOT COLLECT ANY FEE OR ANY CERTIFICATES, INCLUDING THE TRANSFER CERTIFICATE.**
9. If a student who has already submitted his/her choice at one college and comes to another college, the same process is to be followed. However, when the OTP of the student is entered, along with the programmes offered by the College, the screen shall show his/her already exercised at the previous college.
10. On saving the options exercised by the candidate, these options take first priority and the options exercised at the previous college shall take second priority and the options exercised by the candidate if any, on the OAMDC portal, on his/her own will take third priority.


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SECRETARY (FAC) & CONVEÑEOR
OAMDC 2025-26