

How to Apply to CPAS: Your Step-by-Step Guide to Admission

Welcome to the **Centre for Professional and Advanced Studies (CPAS)**!

We've designed our application process to be clear and student-friendly. Follow these simple steps to apply for **UG, PG, or B.Ed. programs** through our **Admission Portal**.

Before You Begin:

Please ensure:

- You have a stable internet connection.
 - You're ready to **dedicate 15–30 minutes** to fill out the application carefully.
 -  **Editing your application is limited. Please double-check all entries before submission.**
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Step 1: Visit Our Website & Access the Admission Portal

- Go to our official website:  <https://cpas.ac.in>
 - Click on “**Admissions 2025**” to open the portal: <https://cpasadmissions.com>
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Step 2: Register Your Account

- Click “**Register**” on the admission portal.
 - Enter a **valid Email ID, Phone Number, and Date of Birth (DOB)**.
 - After registration, you'll receive a confirmation to proceed.
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Step 3: Log In to Your Account

- Use your registered Email ID and Password to log in to the CPAS Admission Portal.
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Step 4: Complete Your Profile

- Fill in the following sections:
 - **Personal Details**
 - **Communication Address**

- **Academic Information**
 - 10th Standard (SSLC or equivalent)
 - 12th Standard (Plus Two or equivalent)

Upload Documents

- Max file size: **512 KB**
- Accepted formats: **PDF / Image**
- Required documents (based on your category):
 - SSLC Certificate
 - Plus Two Certificate
 - Caste / Community / EWS Certificate
 - Income / Nativity Certificate
 - NSS / NCC / Ex-Service Certificate

Once done, access your **Applicant Dashboard**.

Step 5: Select Course Type and Apply

- From your dashboard, select:
 - **UG (Undergraduate)**
 - **PG (Postgraduate)**
 - **B.Ed.**
 - Click “Apply” to start your application.
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Step 6: Course Selection & Mark Entry (For PG/B.Ed.)

- Choose the **specific course** you wish to apply for.
 - Enter your **Undergraduate Marks** carefully.
 -  **Main Subject Mark is mandatory**
 - Use “Back to Edit” to correct mistakes before confirmation.
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Step 7: Choose Application Category (General / NRI)

- Select your category:
 - **General**
 - **NRI**

-  NRI Applications are considered **only** for NRI seats. If you also wish to apply for General seats, submit a **separate application** for that.
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Step 8: Upload Documents

- Max file size: **512 KB**
- Accepted formats: **PDF / Image**
- Required documents (based on your category):
 - UG Mark List (for PG/B.Ed. Applicants)
 - Degree Certificate (Optional)
 - NSS/NCC if applicable
 - Regional Reservation (if applicable)
 - NRI Documents (if applicable)

Click “**Apply**” once all documents are uploaded.

Step 9: Pay the Application Fee

- You will be redirected to the **Razorpay** secure payment gateway.
 - Wait until you are redirected back to your application list.
 -  **Do not close the browser during payment.**
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Step 10: View, Print & Manage Your Application

- After payment, view your application in your dashboard.
 - You can:
 - **Print** the application
 - **Update payment** if status not updated
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Important Notes

- **Grace Marks** available as per CPAS norms.
- **Fee Structure:**
 - UG Courses: ₹800 per institution group
 - PG/B.Ed.: ₹1000

- NRI: ₹2500
- **SC/ST candidates:** 50% discount on General application fee
- **SME Application:** By applying for any UG course in SME, you're automatically considered for other SME UG courses.

Application Fee Clarification

- One application fee covers **all UG courses** offered by **all centers** of an **institution group** (like SME or STAS).
- Similarly, one fee covers **all PG courses** or **all B.Ed. courses** within that institution group.
- You **do not need to pay separately** for each course or center within the same course type and group.

Anti-Ragging Declaration

In compliance with **UGC regulations**, ragging is strictly prohibited at CPAS.

All admitted students and their parents/guardians must sign an **Anti-Ragging Declaration** during admission.

This is to ensure a **safe and welcoming** academic environment.

Need Help?

CPAS

 **Email:** info@cpas.ac.in

for technical support, send a mail with contact number to info@cpas.ac.in

Admission Related

SME (School of Medical Education) Admissions:

- 94479 67150
- Office: 0481-2598356

STAS (School of Technology & Applied Sciences):

- Kottayam: 0481-2392928
- Edappally: 99952 12341
- Pathanamthitta: 0468-2224785

UCE (University College of Engineering):

- 04862-256222

ICJ (Institute of Communication and Journalism):

- 0481-2391870

 **ILIS (Institute of Library and Information Science):**

- 0481-2392490

 **BEd (CTE, College of Teacher Education):**

- 9846608691