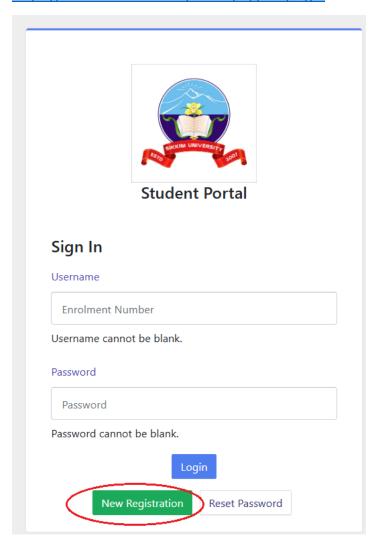
Instructions for Student Registration and Exam Form Submission in SAMARTH Portal

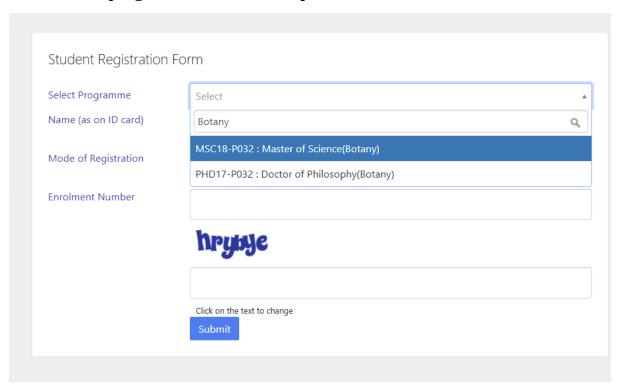
(Applicable for <u>**2024/25**</u> admitted PG, Four-Year UG and PhD students only)

1. Open the Samarth Student Portal at the following link and Click on NEW REGISTRATION (for unregistered students).

https://cus.samarth.edu.in/index.php/site/login



2. Select programme from the drop down.

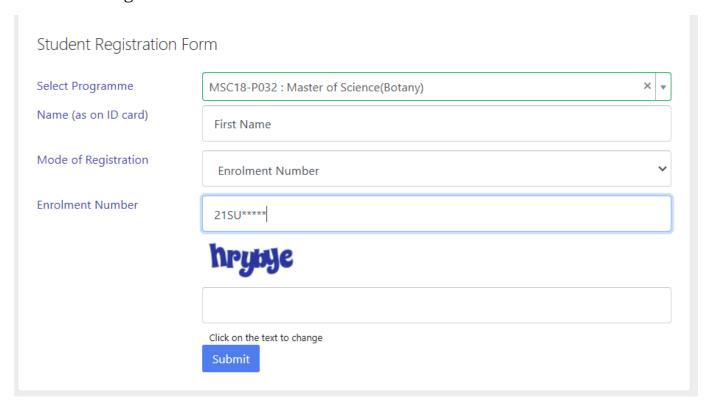


3. Enter Name.

Select mode of Registration as **Enrolment Number** which is Sikkim University Registration no. issued in the format: 25SU123456, 24SU123456, 23SU123456, 22SU123456 etc.

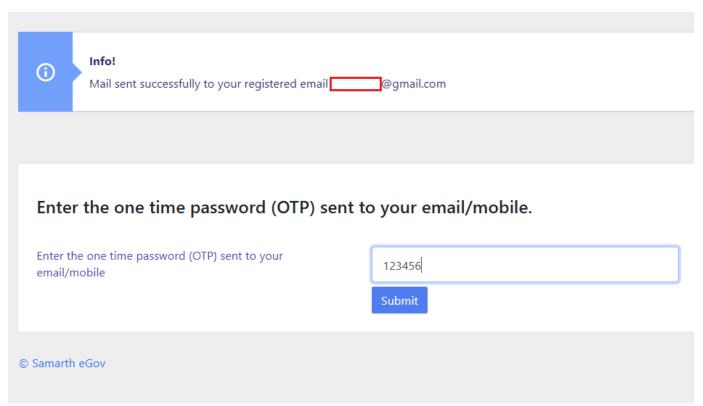
If the enrolment no. is not known, please obtain the same from the **Head** of Department/ Dean Students' Welfare.

Enter the **security text** as shown. Click on the text for a different text if it is not legible.



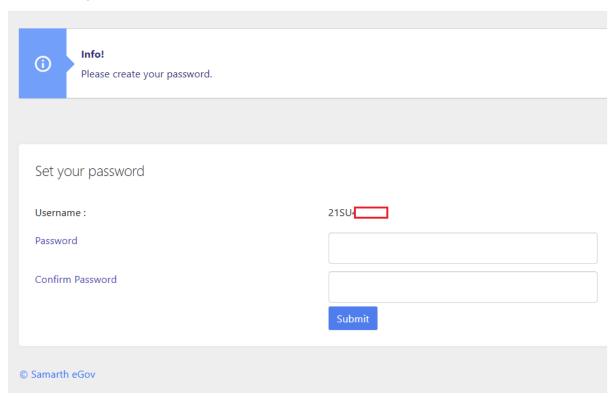
4. A one-time password (OTP) will be sent to the registered email id. In case of issues in email id or other issues in this step please report to the Office of the Dean Students' Welfare (DSW), 5th Mile Tadong.

Sikkim University



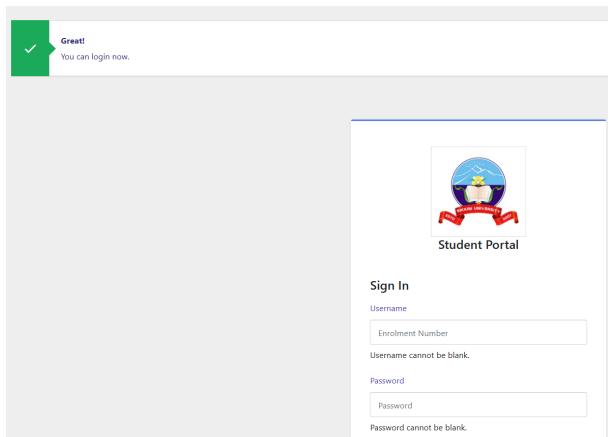
5. After entering the OTP set your log in password.

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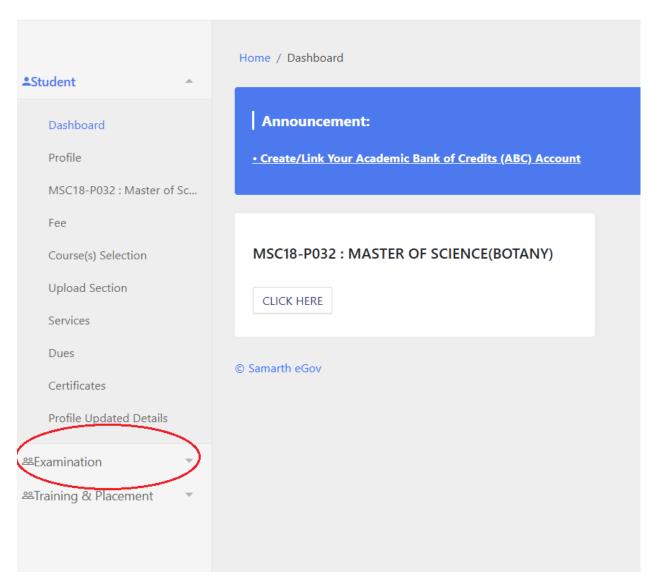
6. You are now registered in SAMARTH. Log in with your enrolment no. and password.

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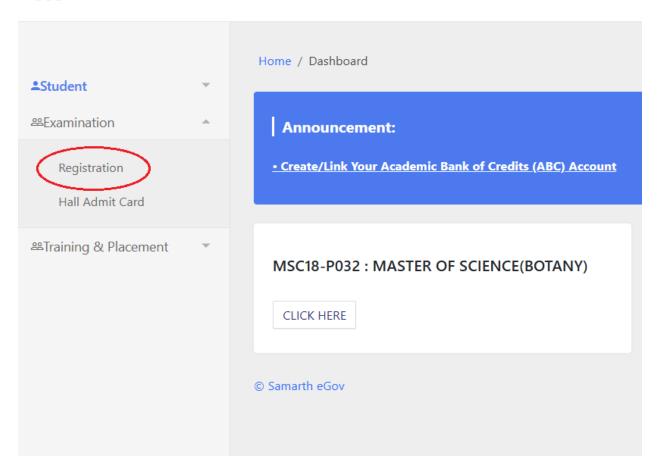


7. Click on **Examination** then **Registration** as shown below.

CUS

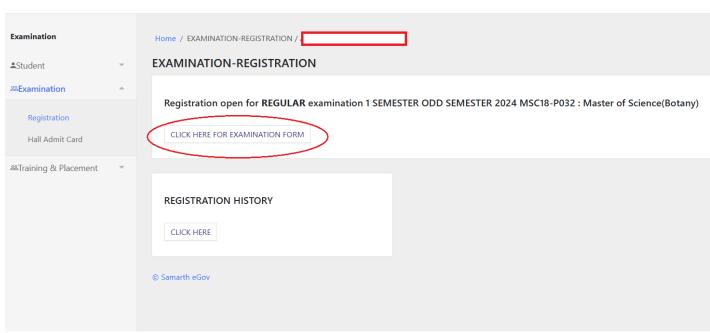


CUS

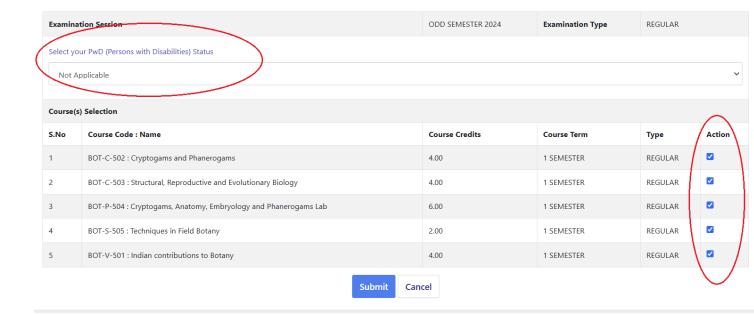


8. Click on CLICK HERE FOR EXAMINATION FORM.

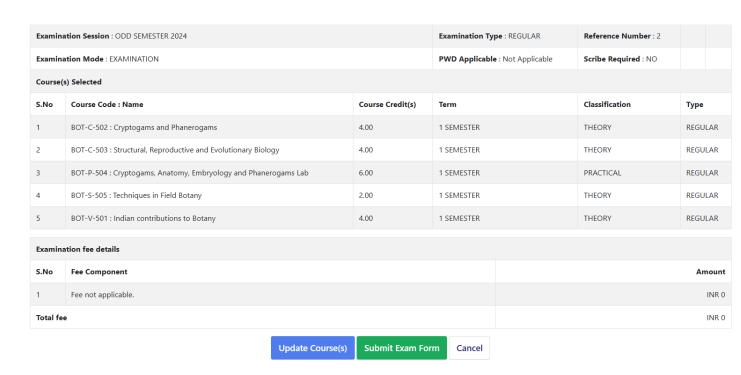
CUS



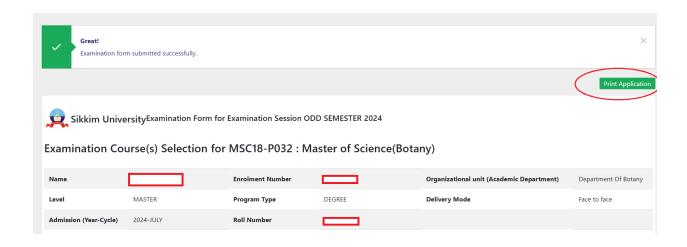
9. Select **PwD Status** as applicable. Check the course details and click on the **Action check box against each course**. Click **Submit.**



10. Verify your courses once again. Then click **Submit Exam Form**



11. Your Exam Form is now submitted. Click on **Print Application**. Sign and submit the printed application to the Head of Department for further processing.



For technical assistance please write to **suexam@cus.ac.in**