

Important Points to remember before applying for any Programme through Common Prospectus

- Purchase the Common Prospectus from IGNOU Regional Centres and authorised Study Centres only. IGNOU Prospectus is not available / sold in open market.
- Read the instructions carefully before filling up the application form.
- Use only on the application form given in the Prospectus.
- Use separate application form (also given in the Prospectus) for "Associate Studentship".
- **Check eligibility** of the Programme you want to apply for.
- Fee of proper amount (including late fee, as the case may be) is to be paid through Pay Order / Demand Draft in favour of **IGNOU** and payable at the city of the Regional Centre. Else, fee may also be paid through bank challan.
- In case of application form downloaded from the IGNOU website www.ignou.ac.in , additional ` 200/- (cost of Prospectus) is also to be included along with Programme fee.
- Name of the candidate, Programme applied for, address and mobile no. must be written on the reverse side of the Pay Order / Demand Draft.
- Attach **photo copies of all the relevant documents** related to educational qualification(s) / category which are needed for fulfilment of eligibility criterion.
- Also attach the format (duly filled-in) of **IGNOU Identity Card** given at the end of the Prospectus.
- Affix your **recent photograph** in the application form as well as on the Identity Card.
- **Signature of the candidate** must be there below the photograph and at the end of the application form.
- The application form along with all other relevant attachments mentioned above must be submitted by hand / by registered or speed post at the Regional Centre concerned on or before the last date.
- Do not forget to keep a photo copy set of the filled-in application form, Demand Draft, certificates etc. along with receipt of bank challan, speed post/ registered post.