IGNOU REGIONAL CENTRE, COCHIN (RC14)

RE-REGISTRATION GUIDELINES FOR

JULY 2021 SESSION

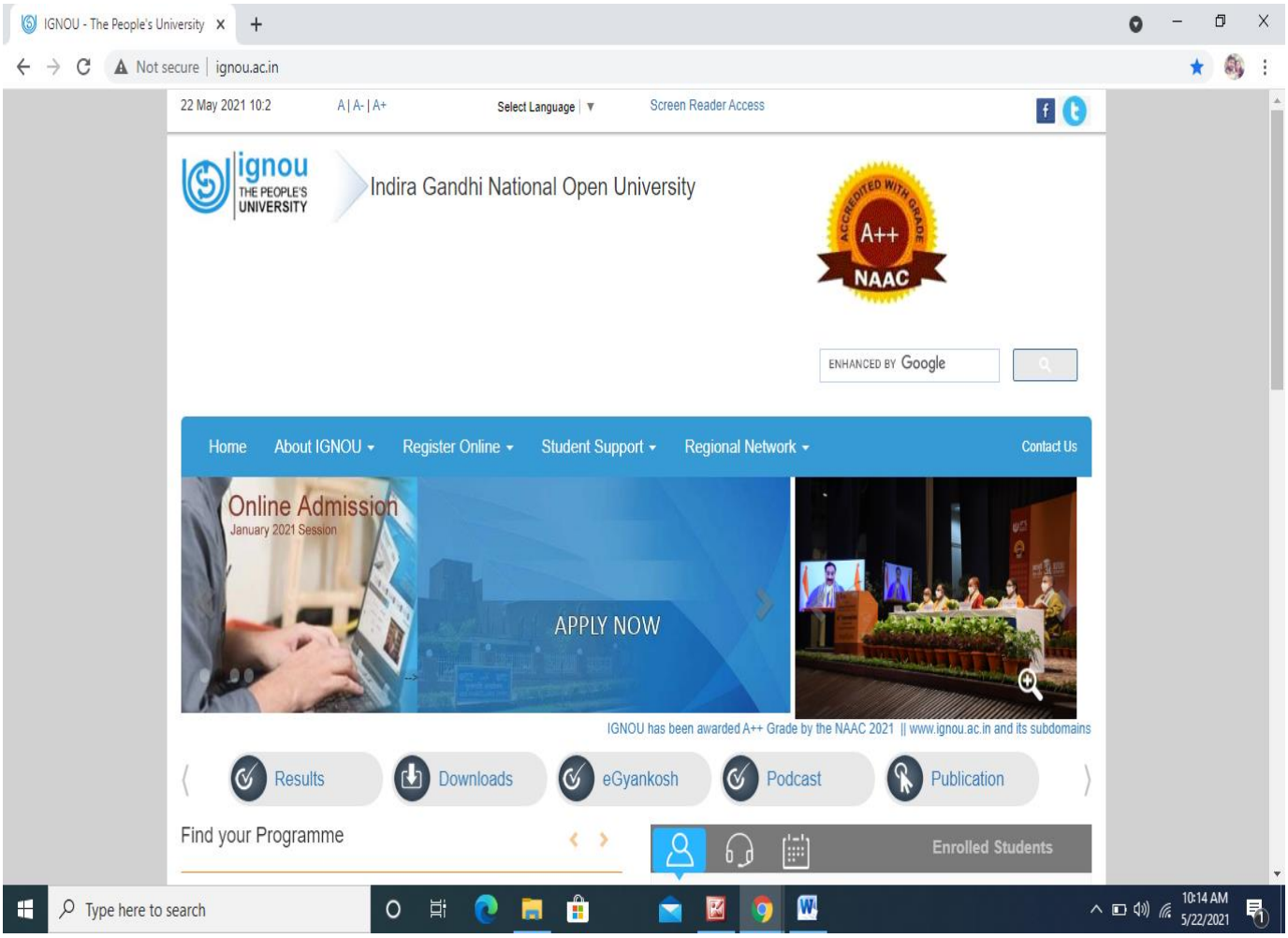
Indira Gandhi National Open University (IGNOU) has opened Re-registration for various Programmes for the July, 2021 session. The last date for submission of Re-registration is available on the IGNOU website www.ignou.ac.in.

All eligible learners (who need to pay fees for the next Semester/Year) can submit their Re-registration application Online only through the **link: https://ignou.samarth.edu.in/ OR www.ignou.ac.in (Go to Register Online and click on Re-registration).**

A Quick Guideline for Re-registering for your next Semester/Year is given herewith in 13 Steps which would guide you to register for the second semester/Year easily.

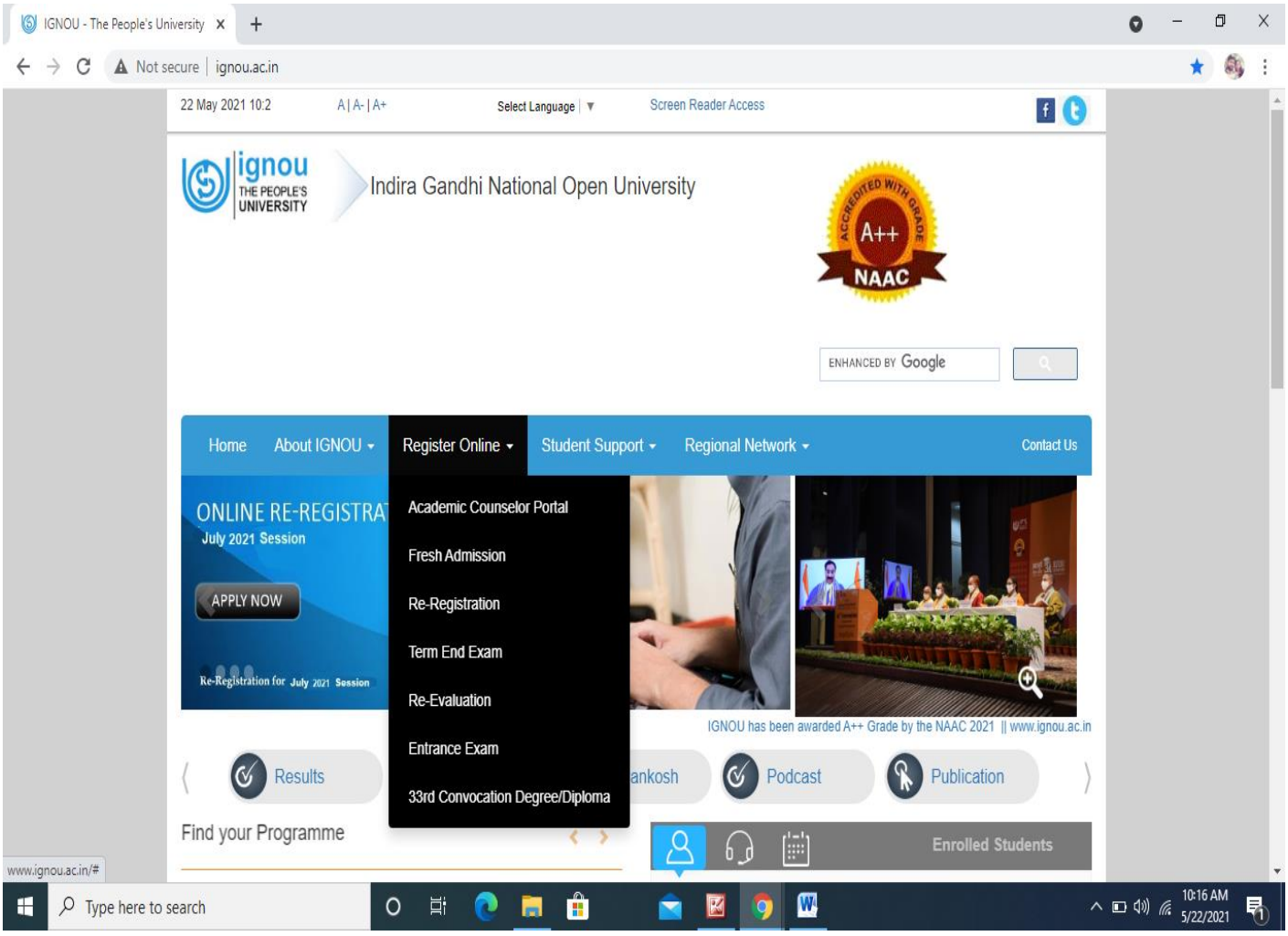
Step 1:

Log on to IGNOU Official Website www.ignou.ac.in



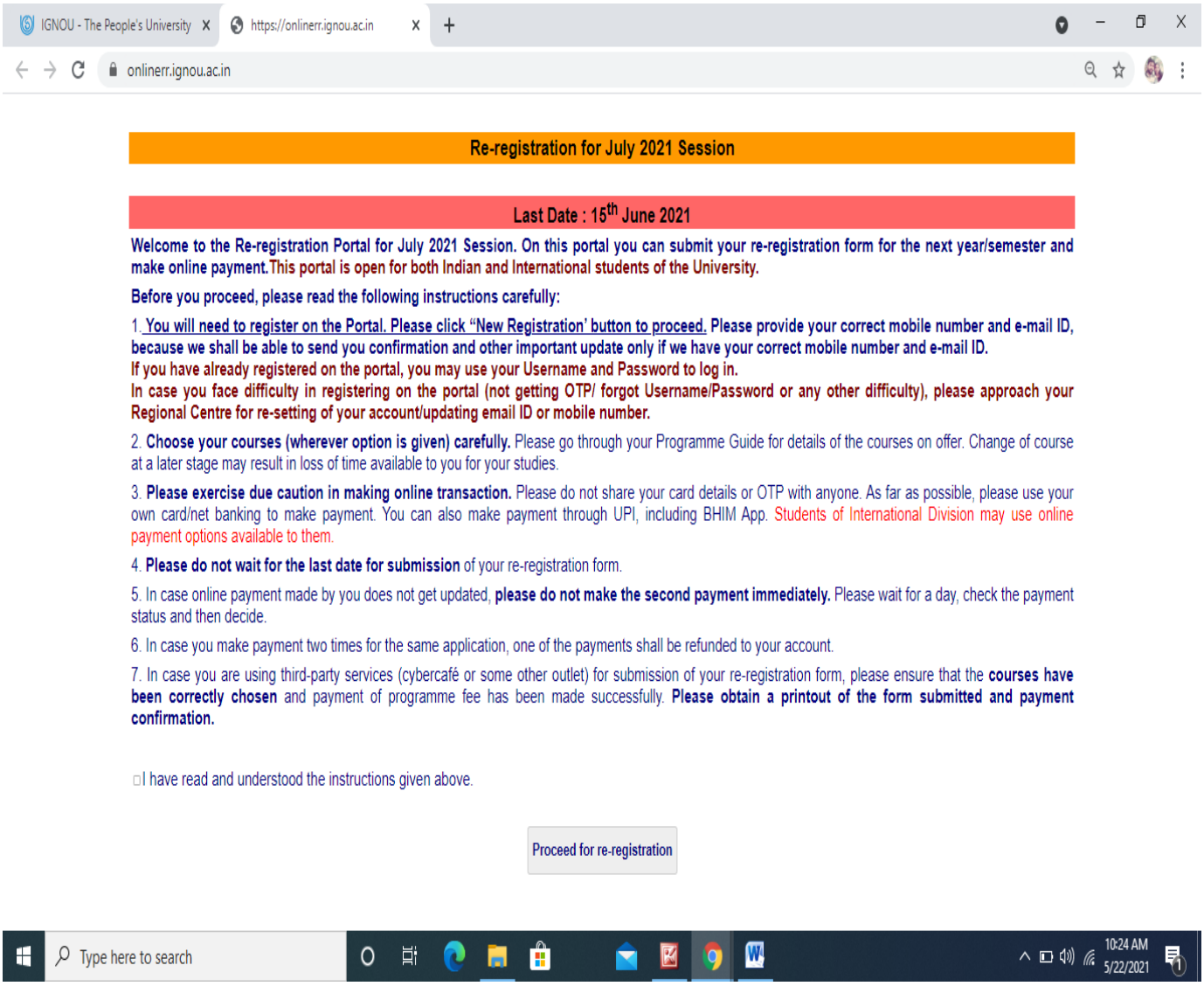
Step 2:

Please click the 'Re-registration' in 'Register Online' icon



Step 3:

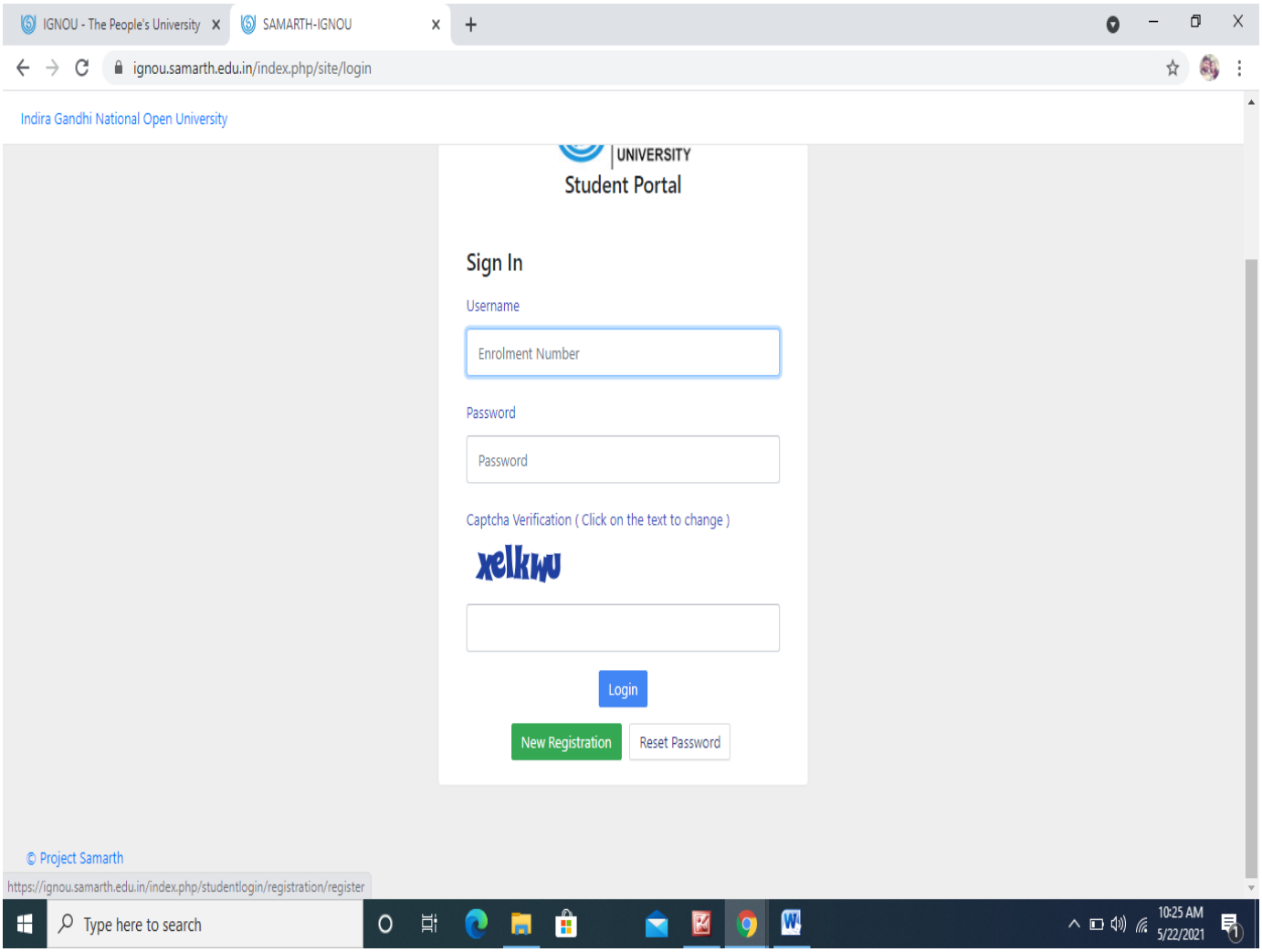
Read Guidelines given before proceed and check mark on undertaking Please click on the icon 'Proceed for re-registration



Step 4:

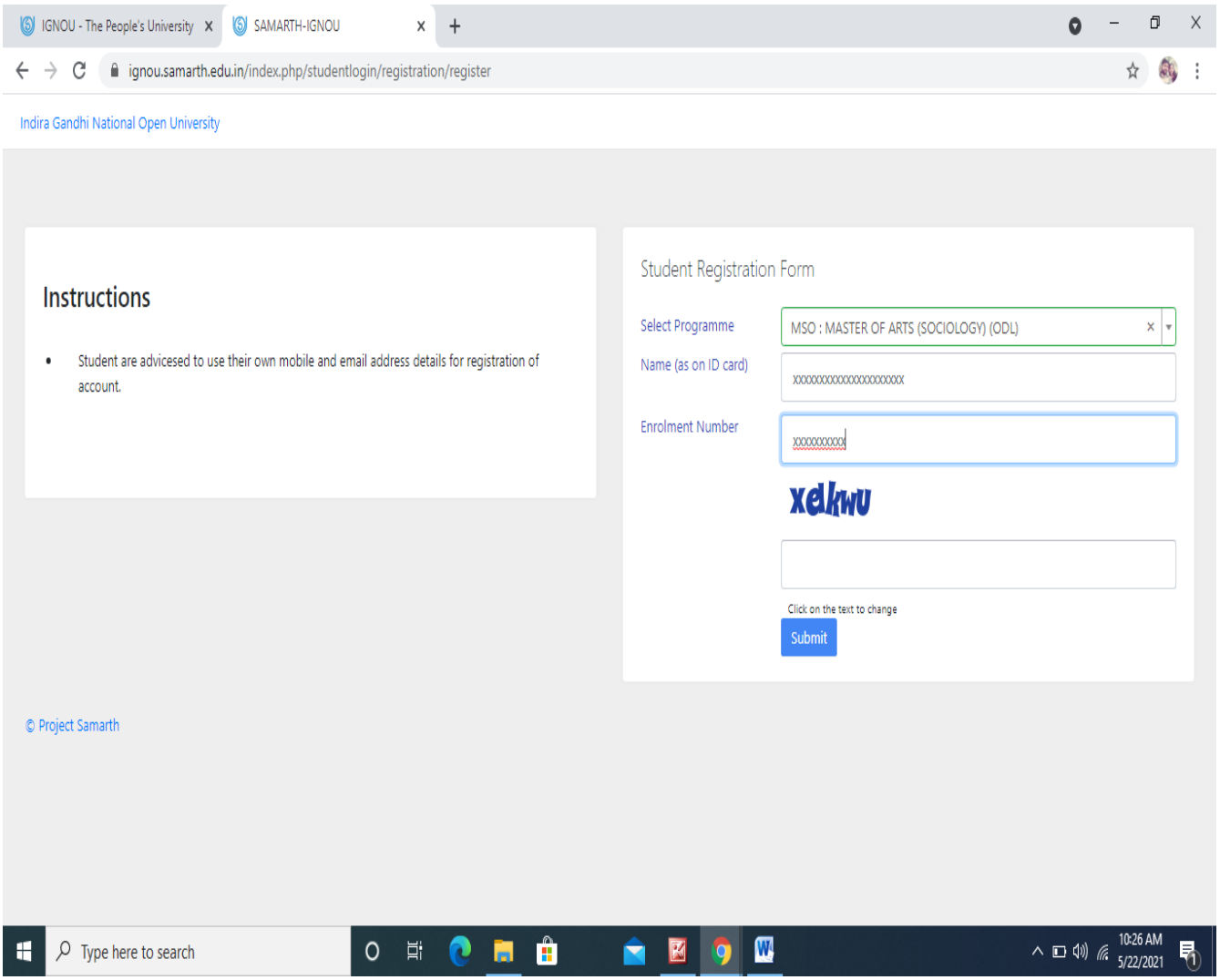
You will need to register on the Portal. Please click "New Registration' button to proceed

If you have already registered on the portal, you may use your Username and Password to log in. In case you face difficulty in registering on the portal (not getting OTP/ forgot Username/Password or any other difficulty), please approach your Regional Centre for re-setting of your account/updating email ID or mobile number.



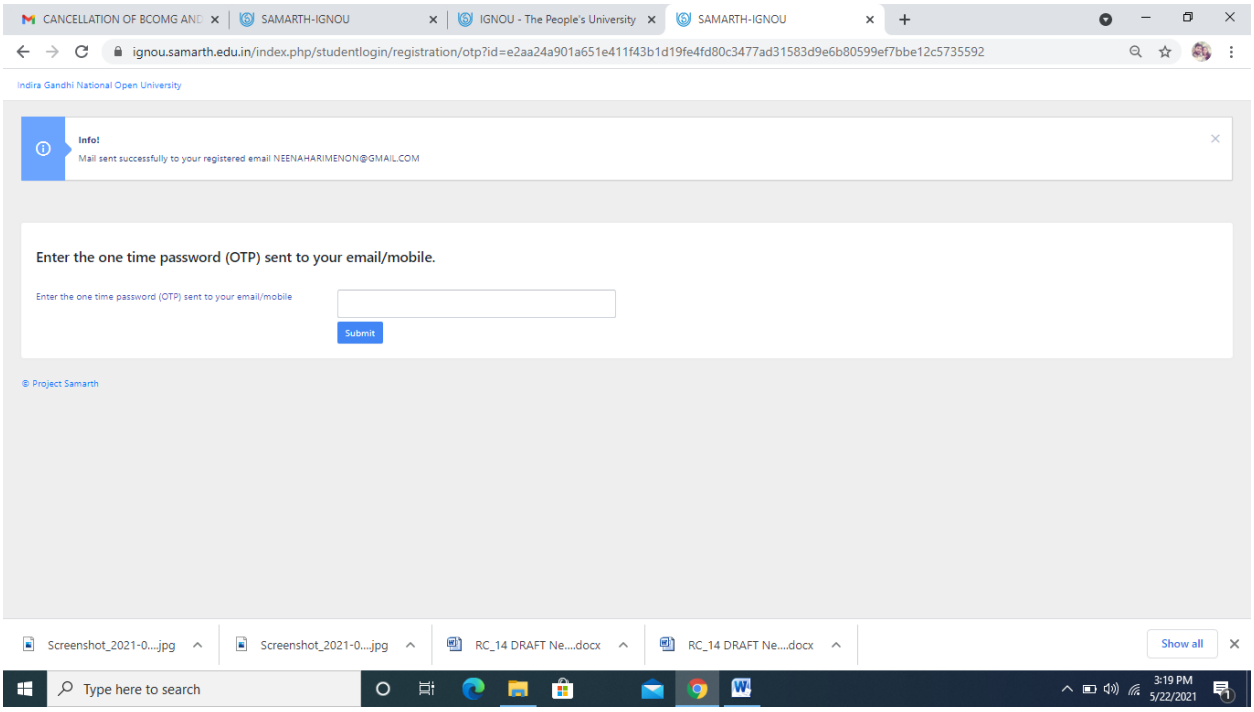
Step 5:

Select your programme code and enter your name as on IGNOU ID Card and Ernolment number after capche verification you can click the 'submit' button



Step 6:

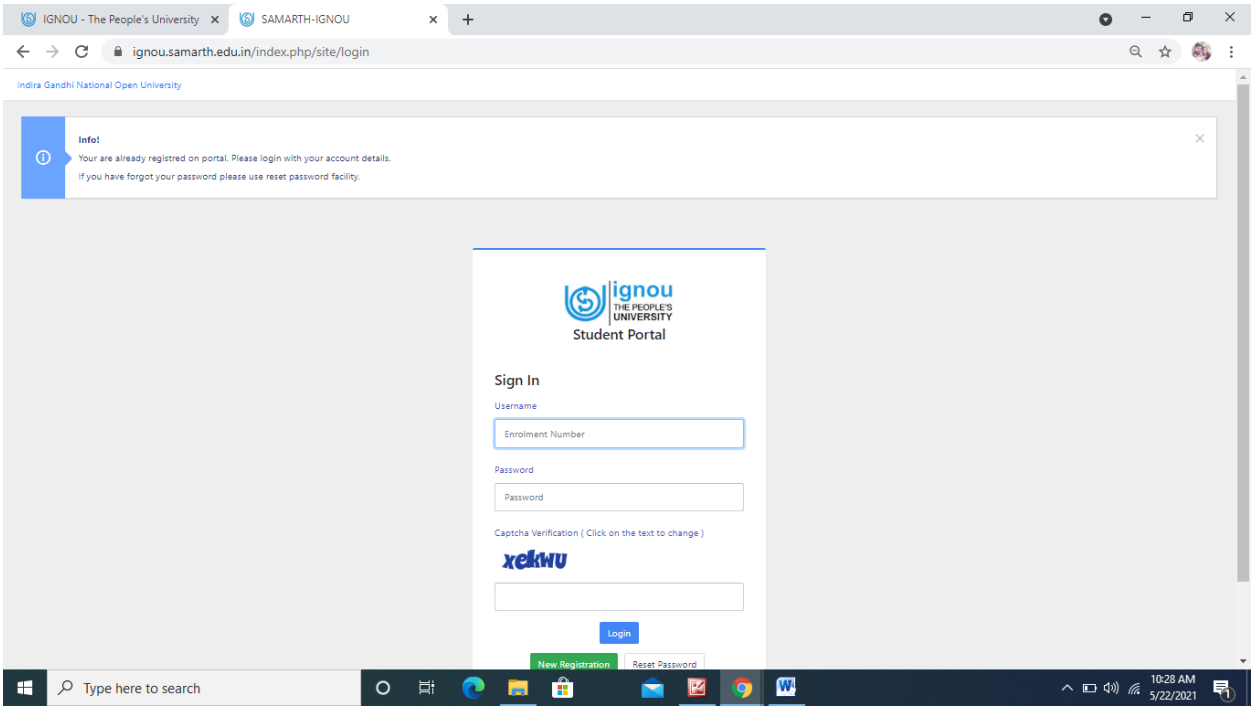
Enter the one time password (OTP) sent to your email/mobile as registered at the time of admission and click the 'submit' button



Username will come automatically and enter your Password to be set for the sign in to the portal. Enrolment number is the username.

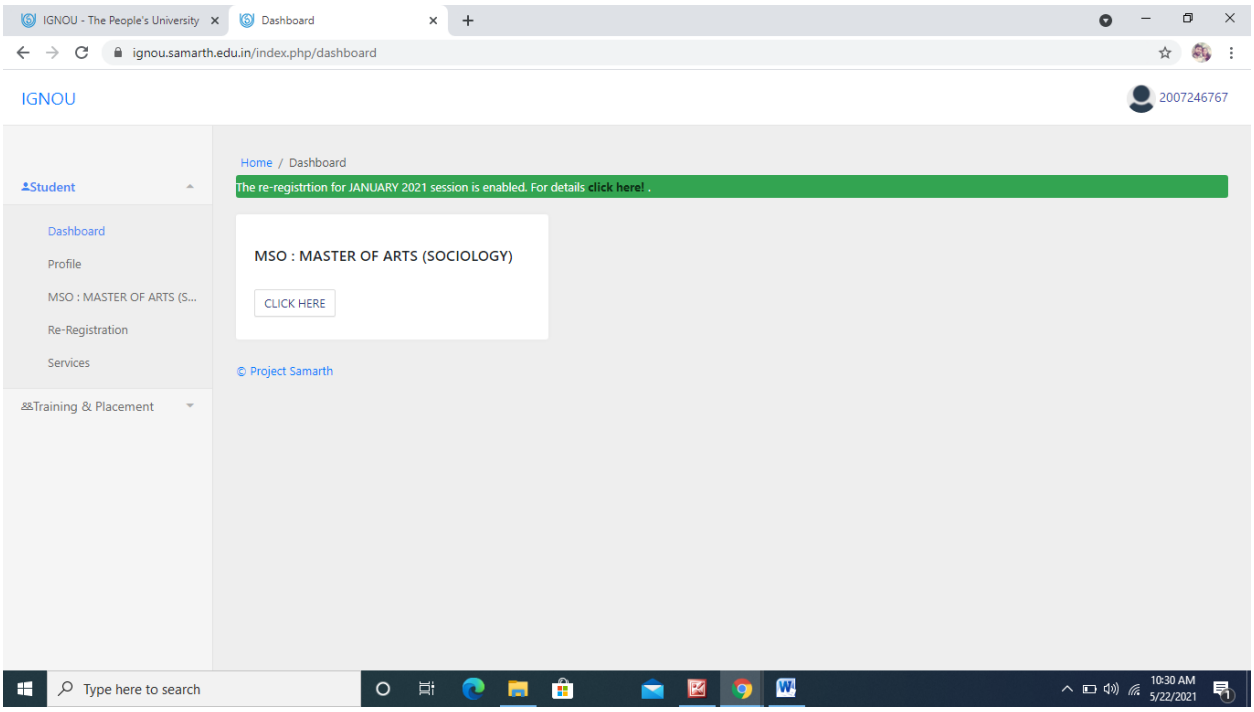
Step 7:

Sign in to the portal using Username and Password as registered.



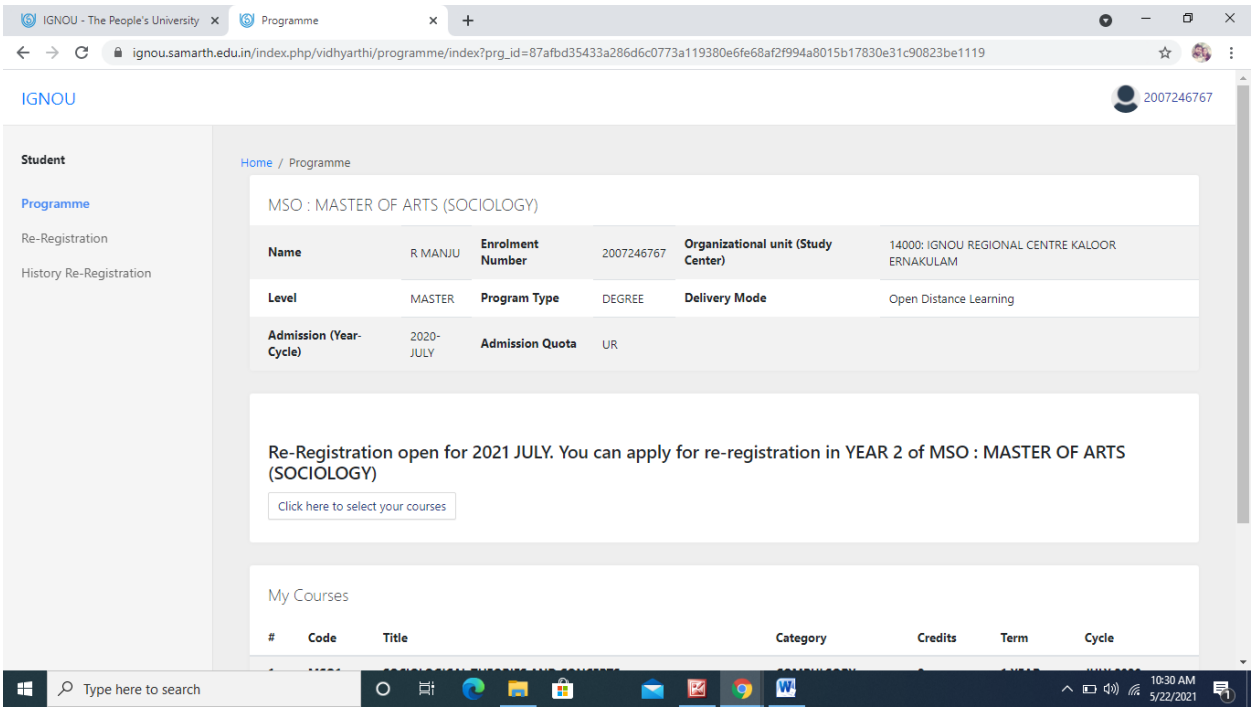
Step 8:

Click on the button 'CLICK HERE' for submit your Re-registration form for the next semester/year



Step 9:

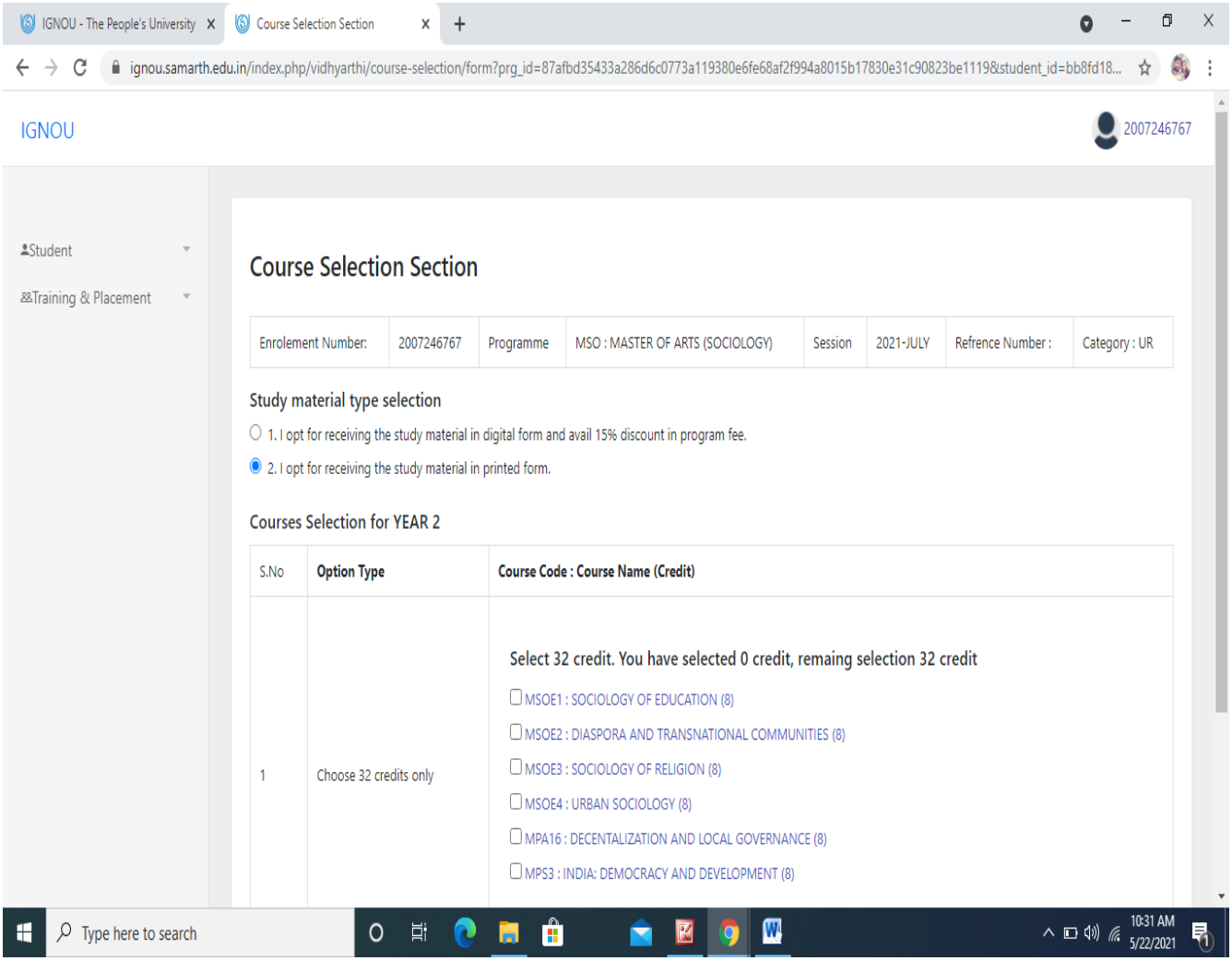
Click on the button 'Click here to select your course' for opt the courses for the semester/year



Step 10:

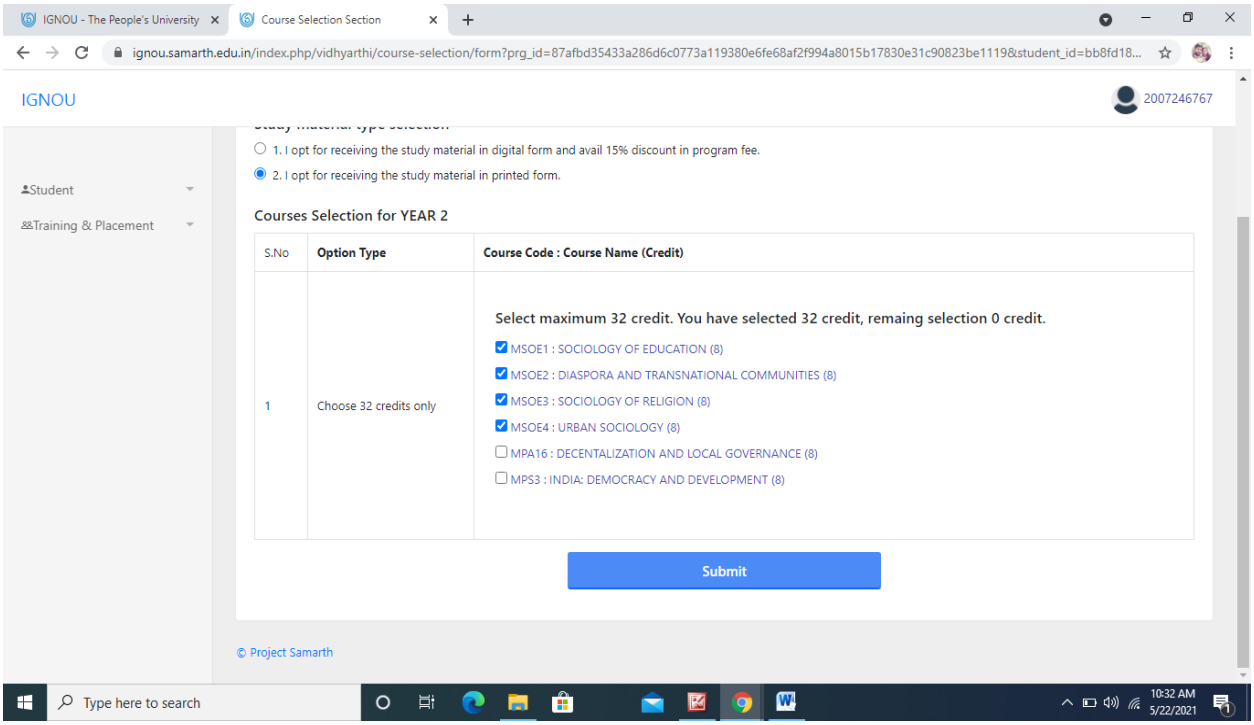
Choose your courses (wherever option is given) carefully

Please go through your Programme Guide for details of the courses on offer. Change of course at a later stage may result in loss of time available to you for your studies.



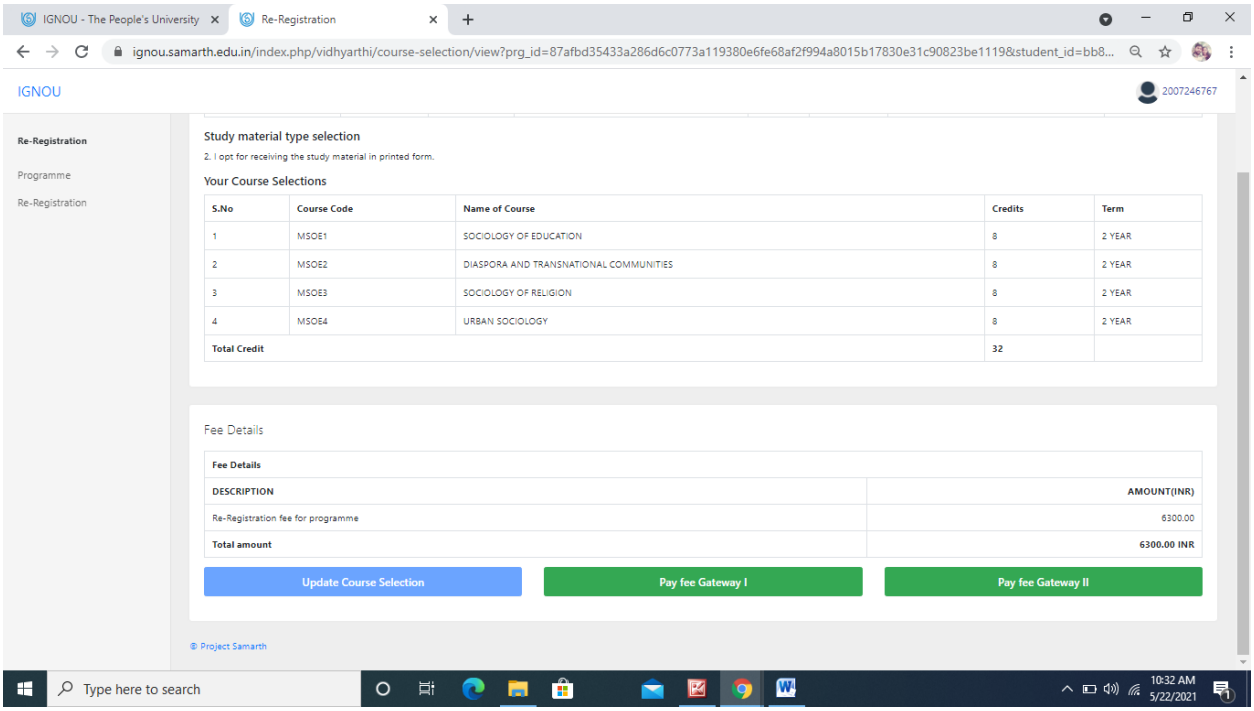
Step 11:

Click on the button 'Submit' after course selection



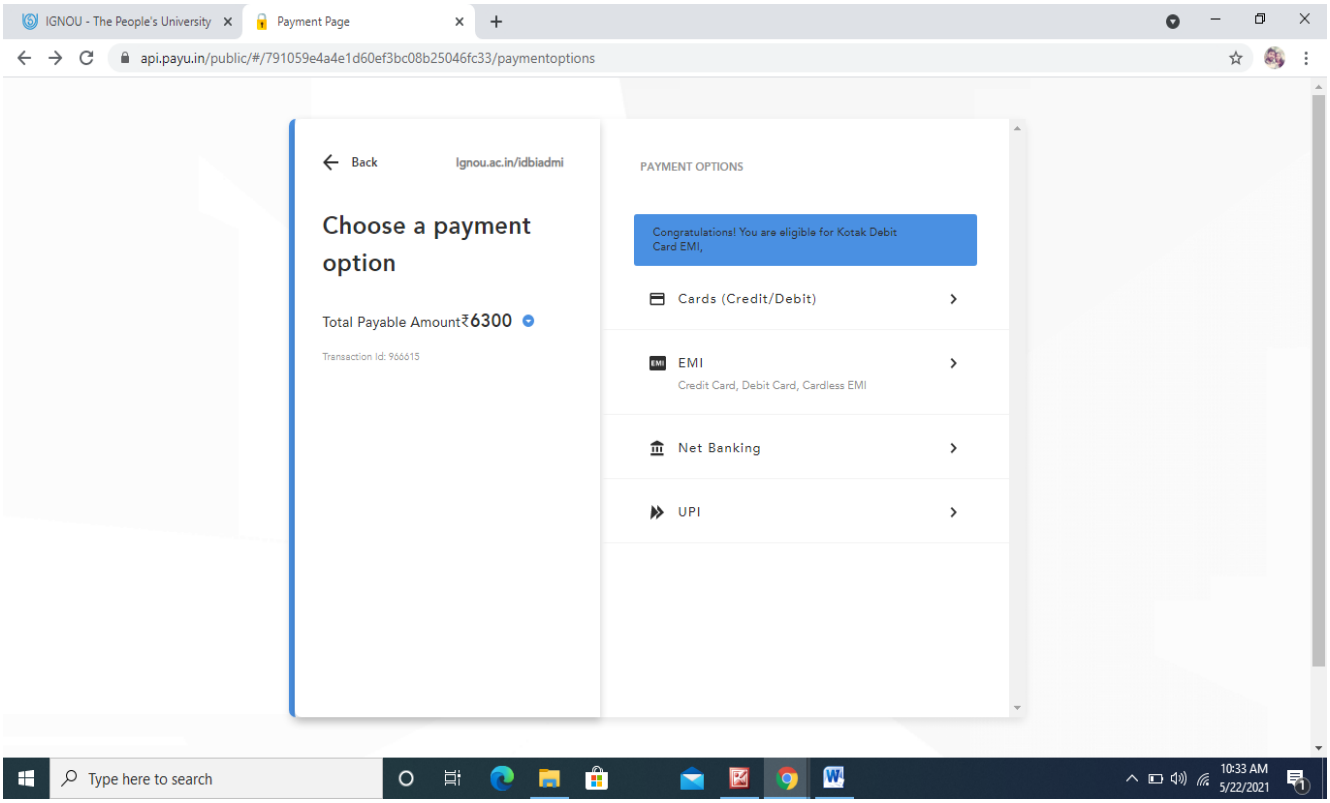
Step 12:

Select Pay Fee Gateway 1/Pay Gateway 2 to aake payment of Fee



Step 13:

Make payment of Fee through the Credit/Debit card/Net Banking



Please provide your correct mobile number and e-mail ID, because we shall be able to send you confirmation and other important update only if we have your correct mobile number and e-mail ID.

Further exercise due caution while making online transaction. Please do not share your card details or OTP with anyone. As far as possible, please use your own card/net banking to make payment. You can also make payment through UPI, including BHIM App. Students of International Division may use online payment options available to them.

In case online payment made by you does not get updated, please do not make the second payment immediately. Please wait for a day, check the payment status and then decide.

In case you make payment two times for the same application, one of the payments shall be refunded to your account.

In case you are using third-party services (cybercafé or some other outlet) for submission of your re-registration form, please ensure that the courses have been correctly chosen and payment of programme fee has been made successfully. Please obtain a printout of the form submitted and payment confirmation.

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