



**Dhirubhai Ambani
University**

DAU Admission Portal

User Guidance Manual

This manual provides a clear, step-by-step guide to checking your counselling status on the Dhirubhai Ambani University (DAU), Gandhinagar Admission Portal. Follow these instructions carefully to ensure a smooth process. If you encounter any issues, contact the helpdesk as follows:

IN CASE OF ANY QUERY PLEASE SEND E-MAIL TO FOLLOWING:

- For PG and PhD Admissions: pg_admissions@dau.ac.in
- For Dual Degree Admissions: dd_admissions@dau.ac.in
- For UG Admissions: ug_admissions@dau.ac.in

HELPLINE:

- Voice Call: [079 69 08 08 08](tel:07969080808)
- Timing: 09:30 am to 6:00 pm working days (Monday to Saturday)

Accessing the Portal

1. Open your web browser (e.g., Chrome, Firefox) and navigate to the DAU Admission Portal at <https://onlineadmission.dau.ac.in>
2. The homepage will display the "DAU Admission Portal" title, along with login options.

Logging In

1. On the homepage, enter your **Email** and **Application No. as Password** in the login fields.
2. Click the **LOGIN** button.
3. If successful, you will be redirected to the dashboard with programs.

Dashboard

1. On the dashboard, you can see the details related to the program.
2. Click on the **MERIT INFO** button to check your details and application channel/category.
3. Click on **PAY FEE** button adjacent for payment of fees.
4. Check the details provided before making payment and tick the Acceptance check box first.
5. Read the instructions and click on **MAKE PAYMENT** button which will take you to the payment gateway.
6. The payment status will show your status of online payment.
7. For amount paid through online mode (Net Banking / Credit Card / Debit Card / UPI):
If the amount is debited from your bank account and the transaction shows as failed or pending, please wait. We will update it within **One Hour Thirty Minutes (1hr:30min)**.
8. **For amount paid through offline mode** (Cash challan / NEFT / RTGS challan):
Payment status will be available within **24 to 48 hours**. Read all the instructions in the challan carefully before making payment. Ensure the **total amount mentioned** in the challan is transferred.
9. If the transaction is still failed after One Hour Thirty Minutes, please **contact your bank or card issuing agency**.