

**Indira Gandhi National Open University
Visakhapatnam Regional Centre**

F. No. IG/VRC-84/Online-RR/ 492

Dated: 1/03/2017

**Sub: Compulsory Online Re-Registration (Admission) to Second/Third/year and
2nd/3rd/4th/5th/6th Semester – Intimation – Reg.**

Dear Learner,

Greetings from IGNOU Visakhapatnam Regional Centre!!!!

IGNOU has decided to accept Re-Registration Forms online and collect the fees online mode only. It will receive the Re-Registration Forms (i.e admission for to second/third year and 2nd/3rd/4th/5th/6th semester) through online portal and the payment of fees is facilitated through debit/credit card (Master/Visa/Rupay) and Net banking. The Process of re-registering online is made learner friendly and very simple. It is also part of digitizing the student records and to have error free data. You have to follow the following simple steps sequentially:-

1. Go to www.ignou.ac.in > Register Online>Re-Registration and Click Apply Online Re-Registration Form.

OR

Directly go to <https://onlineadmission.ignou.ac.in/onlinerr/> and Click Apply Online Re-Registration Form.

2. Select Programme, (BA, MEG, MP, etc.) Enter Enrollment Number and enter Secure Code in the box. (secure code is visible down).
3. Fill course (subject) details i.e. selection of the optional/Elective Courses from available groups. (if applicable, for some Programme all subjects are compulsory thus no selection required).
4. Save your selections and click on **next button**, confirm your details and check the self declaration box and CLICK on “Accept & Proceed Payment” button.
5. Pay your Re-registration fee through debit/credit card (Master/Visa/Rupay) and Net banking:-

- a. **Payment by Debit/Credit Card (Master/Visa/Rupay):** You have to select Debit/Credit Card option to pay the programme fee and follow the online instruction to complete the payment of fee. After successful payment, you will be able to print/save the payment confirmation slip.

- b. **Payment by Net banking:** If you have net banking account select this option. You will be redirected to your bank website.
6. Once you have made the payment and click the “NEXT” button you will get the Form Preview option. Save/Print your form for future reference.

Note: Before submitting the online re-registration form please keep the following things handy as you need them:-

- a. Enrolment Number (nine digit) given on the Student Identity Card issued by IGNOU.
- b. Email ID and mobile number (Email ID is compulsory as confirmation of Re-registration will be sent by email and SMS).

You are advised to complete the online submission of RR Form as soon as possible to avoid any last minute technical inconvenience.

If the internet facility is not available locally, you can visit Regional Centre strictly during office hours with your Debit/Net banking cards and email ID and do the re-registration at Visakhapatnam Regional Centre. Regional Centre Staff will help you in completing your Re-Registration online. For any help you may call Office Numbers: 0891- 2511 200 / 300 / 400 / **or** Mobile No. 84 990 844 28 during office hours or send email: rcvisakhapatnam@ignou.ac.in

**Hard copy of the Re-Registration Forms will not be accepted.
Submitting the RR Forms online is compulsory.**

With best wishes,

Regional Director

Regional Centre Timings		Re-Registration Schedule for July 2017	
Monday to Friday:	9.30 am to 6.00 pm	No Late Fees	1 st Feb to 31 st March
Visiting Hours:	10 to 1 & 2.30 to 5.30	With Late Fees Rs.500/-	Contact RC for dates
Lunch Time:	1.30 pm to 2.00 pm	With Late Fees Rs.1000/-	Contact RC for dates
Saturday & Sunday are Holidays for the Regional Centre			