



**COMMISSIONERATE OF HIGHER EDUCATION
GOVERNMENT OF ANDHRA PRADESH
MANGALAGIRI, A.P., INDIA**



Degree Admissions - 2026

ADMISSIONS INTO GENERAL UG PROGRAMMES

B.A., B.Sc., B.Com., BBA., B.Voc., BCA, BPA, BMS, BHM, BFA, 5-year integrated PG programmes with Intermediate qualification etc., (excluding programmes covered through other CETs)

Notification for Phase-2 Online Admissions for Academic Year 2026-27

The eligible candidates who passed out from Board of Intermediate, AP or other recognized boards equivalent to Intermediate are eligible to participate in web counselling for the seats in Undergraduate Programmes in Arts, Science, Commerce & Management etc., leading to the award of B.A., B.Sc., B.Com., BBA., BCA., B.Voc, BMS, BHM, BFA., BPA., 5 year integrated PG programmes with Intermediate qualification in Government/Private Aided/Private Unaided Degree Colleges(including Autonomous Colleges), University constituent colleges, Private Universities (under convenor quota) and other HEIs offering BBA/BCA in the State of Andhra Pradesh for the academic year 2026-27. Candidates who have not participated in Phase-1 are informed to register by making payment of processing fee for phase-2 from **18.09.2026. The candidates who have registered and participated in phase-1 need not register again.**

Eligibility Conditions

1. Candidates who have passed Intermediate / equivalent examination with eligible pass percentage in qualifying examination.
2. The candidates should satisfy the Local / Non-Local status requirements as specified in G.O.Ms.No. 38 Higher Education (EC) Department dated 30.06.2026 and its amendments from time to time from the Government.
3. Admission to 85% of the seats in each course shall be reserved in the Educational

Institutions for the local candidates of Andhra Pradesh. The remaining 15% of the seats shall be un- reserved seats for the candidates of local/Non-local areas to be filled up as follows:

- (i) All the candidates eligible to be declared as local candidates in two local areas (AU and SVU) of Andhra Pradesh.
- (ii) Candidates who have resided in the State for a total period of ten (10) years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State
- (iii) Mere registration or qualified in intermediate / equivalent examination does not entitle a candidate to be considered for admission unless the candidate fulfills the requirements laid down for admissions.
- (iv) Registration and exercise of web options doesn't entitle the candidate for allotment and his/her choice of allotment. Allotment of seat is purely on merit basis and as per rule of reservation as specified in the respective G.O.s issued from time to time.

Submission of Application

As per G.O.Ms.No 45 Higher Education (CE) Department dated 16-07-2025, students who have not registered earlier can submit their application for admission into under graduate programmes i.e., BA., B.Com., B.Sc., etc., offered by the Degree Colleges in the State, through Common Admissions Portal can be submitted in the following manner:

- a. Student(applicant) can directly submit an application in CAP with preference marked for different Degree colleges and programmes for admissions into under graduate programme (or)
- b. Student can also physically submit individual application for the Degree College concerned at the College premises. The concerned Principals shall receive such applications from the student and enter such application in CAP duly giving

acknowledgement to the student.

- c. AADHAAR based authentication is compulsory while submitting application directly in CAP or physically at the college.
- d. If a student submits an individual application physically at the college and also submits directly on the Common Admissions portal, the college and programmes selected in the physical application submitted at the Degree College shall be treated as his/her first preference. Accordingly, seat allotment shall prioritize these preferences based on merit only.

Payment of Processing fee:

Rs.400/- for OC, Rs.300/- for BC and Rs.200/- for SC/ST through online by credit card/ debit card/ net banking / UPI through the "Pay Processing Fee" link in the web site "<https://cap.apcfss.in>".

Note: Candidates who have already paid registration fee in phase-1 need not pay registration fee again.

Schedule for Phase-II of Degree Admissions - 2026-27

SI No	Detail	Dates
1	Notification	18.09.2026
2	Registration of students	18.09.2026 to 21.09.2026
3	Opening of HLCs for verification of Certificates	20.09.2026 to 24.09.2026
4	Exercise of Web options	21.09.2026 to 23.09.2026
5	Change of Web options	24.09.2026
6	Allotment of Seats	27.09.2026
7	Reporting of students to college allotted	28.09.2026 to 30.09.2026

Note: There is no Special Category Verification during Phase-II.

Original Certificates to be uploaded at the time of Registration (only in PDF format)

- 1) Memorandum of Marks (Intermediate or its equivalent).
- 2) Study Certificates from 6th class to Intermediate
- 3) EWS certificate valid for the year 2026-27 from Mee-Seva or Grama-

Sachivalayam for OC candidates who claim reservation under EWS category

- 4) Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
- 5) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 6) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.

Prerequisite before payment of Registration Fee

1. Mobile Number (**AADHAAR linked**) to receive User Name, Password, OTP and other information related to Degree admission.
2. Alternative mobile number (father / mother)
3. Email Id

Payment of Registration Fee

All the eligible and desirous candidates shall pay the processing fee as applicable from **18.09.2026** onwards using URL "**<https://cap.apcfss.in>**"

- Processing fee can be paid through online using credit card or debit card or UPI or through internet banking.
- Enter URL "**<https://cap.apcfss.in>**" and after filling in the required details of the Registration Page, click on "**Proceed to Payment**".
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e., credit card or debit card or net banking or UPI and enter credentials.
- The transaction charges will be levied as applicable.

Important Note:

Payment of processing fee may sometimes be delayed due to network issues and payment made by the candidate may not be successful. In such cases, candidates need

to pay the processing fee once again and the amount debited due to failure of transaction will be remitted back into the respective account within 7 working days from the date of payment.

If excess payments are not remitted in 7 working days, candidate is informed to approach the nearest HLC and action will be taken for refund of excess fee if paid any.

Registration Process and Verification of Certificates:

- After filling the application form with all relevant details and on successful payment of processing fee, application number will be sent to the registered mobile number and email id, furnished at the time of filling the Registration page.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options as per schedule.
- For candidates whose certificate data is incomplete/irrelevant, an SMS will be sent to upload the certificates for verification again.
- For further clarifications, candidates can also attend HLC (Help Line Centre) from 20.09.2026 to 24.09.2026.
- By entering the Application Number, date of birth and One Time Password the candidate can exercise the web options.
- Unless the candidate fills in the application details online and exercises web options, he/she will not be considered for allotment of a seat.
- Candidates are informed that there are **27 Helpline Centers** across the state
- ***ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for web options exercise as per the schedule.***
- For any help such as Non-Receipt of Login Id, Application Number or any other corrections, candidates are requested to contact nearest Help Line centers with valid proof.

- Detailed instructions for options entry i.e., Instruction Manual for candidates can be accessed through "<https://cap.apcfss.in>".

Exercise of Web Options:

- Candidates who are **satisfied** with their **previous/ phase-1** seat allotment and confirmed or joined, **no need to exercise web options** again.
- Candidates who are **not satisfied** with their **previous/ phase-1** seat allotment **can exercise web options**, if seat is allotted in phase-2, seat allotted in phase-1 will be **automatically cancelled**.
- Candidates who are **allotted** seat in phase-1 and have **not confirmed**, the seat allotted in phase-1 will be **automatically cancelled** and can exercise web options in phase-2.
- Candidates **registered** in phase-1 and **not allotted any seat** in phase-1 can exercise web options in phase-2.
- Candidates who exercise web options in **phase-2** and if **seat is not allotted**, seat confirmed in **phase-1 will be retained**.
- Newly registered candidates in phase-2 can exercise web options.
- **Candidates who are allotted seat in any phase and have not confirmed their seat, the seat allotted will be automatically cancelled**
- Candidates are informed to take care while exercising phase-2 web options.

Convenor Office Address:

CONVENOR, DEGREE ADMISSIONS - 2026
Commissionerate of Higher Education
D.No.:11-307, Garudadri KK Towers, Sri Lakshmi Narasimha Colony,
Mangalagiri – 522503, Guntur Dt.,
Andhra Pradesh.

Dated: 18.09.2026
Mangalagiri

CONVENOR
DEGREE ADMISSIONS-2026