

DEPARTMENT OF HIGHER EDUCATION
APPOLYCET 2026 ADMISSIONS
DETAILED NOTIFICATION – FIRST PHASE

**ONLINE CERTIFICATES VERIFICATION AND WEB OPTIONS EXERCISE FOR WEB
BASED COUNSELLING**

Qualified and eligible candidates of APPOLYCET-2026 are informed that the Web counseling process for admissions into Diploma courses offered by Polytechnic Colleges/Institutions in Andhra Pradesh (Government and Private) for the Academic Year 2026-27 will be conducted from **24.06.2026 to 04.07-2026**.

Web counseling process includes Online Certificate Verification and Fee Payment and Web Options Entry.

Eligible candidates are advised to participate in the web counseling process within the specified schedule. Detailed instructions, counseling procedure, and the User Manual will be available on <https://polycet.ap.gov.in>. Candidates are requested to carefully read and follow the guidelines provided on the website during the admission process.

WEB COUNSELLING SCHEDULE (FIRST PHASE)

SNO	ACTIVITY	DATES
1	Online Certificates Verification & Fee Payment (Candidate Registration)	24.06.2026 To 30.06.2026
2	Certificates Verification at notified Help Line centres (HLCs) whose certificates are not verified online or need any change/update (Day wise Rank schedule distribution to attend HLC are mentioned in Annexure which is placed on the website)	25.06.2026 To 01.07.2026
3	Exercising the Web-Options by the registered and eligible Candidates	29.06.2026 To 03.07.2026
4	Change of Web-Options	04.07.2026
5	Release of seat allotments	06.07.2026
6	Self-Reporting and Reporting at college	07.07.2026 To 10.07.2026
7	Commencement of classwork	07.07.2026

Minimum data and Documents required for Admission Process

SNo	General Document Requirements	Special Category Certificates (if applicable)
1	POLYCET-2026 Hall Ticket & Rank Card	PWD - Persons with Benchmark Disability
2	Candidate Aadhaar	CAP (Children of Armed Personnel)
3	SSC or Equi. Marks Memo	Sports & Games
4	10 th class to 4 th class study certificates	Scouts & Guides
5	Caste Certificate (if applicable)	NCC (National Cadet Cops)
6	Minority Certificate (if Applicable)	Anglo Indian
7	SSC or Equi. Transfer Certificate (T.C)	
8	Income Certificate issued on or after 01.01.2023 for claiming tuition fee reimbursement	
9	EWS Certificate valid for the year 2026-2027 from Meeseva, for only OC Candidates who wants to claim reservation under EWS category	
10	Residence Certificates (for Private Studied Candidates)	
11	10 years Residence Certificate of parents or Employer certificate of parents in case of Non Local Candidate	

The qualified and eligible candidates of APPOLYCET-2026 are informed to attend for Online Certificates verification & Fee Payment (Candidate Registration) using the website <https://polycet.ap.gov.in>

Candidates are advised to look at the following cases before proceeding with Online Certificates Verification and Fee Payment (Candidate Registration) to know whether to visit a Help Line Center (HLC) is required or not.

VERIFICATION OF CERTIFICATES (ONLINE):

Case 1: Candidates whose certificates are verified online and eligible for web options, but no change required in the data:

The candidates are informed to note that, if the certificates are verified online through web services based on the information furnished by the candidate while registering for POLYCET-2026 admissions, i.e the candidates whose certificate data is verified online through web services, they are directed to pay the processing fee and can verify the details of candidate (personal, academic and

other details) for the correctness. If the candidates are satisfied with data available and if candidates are eligible for web options, then candidates need not go to help Line centre for certificates verification. Further they are directed to proceed to exercise options as per the schedule.

CASE-2: Candidates whose certificates are verified online through web services and eligible for web options, but if changes required in the data

The candidates whose certificate data is verified online through web services and also eligible for web options, but candidate wishes to change the data, then candidate has to approach nearby Help line centre (HLC) for corrections with all original certificates and two sets of Xerox copies as per the schedule given in the **ANNEXURE** before exercising options. After the verification of data by the verification officers at HLC, then the candidates have to check their options eligibility status using “**Application & Payment Status**” link. If they are eligible, they can proceed for exercising their options as per the schedule.

CASE-3: Candidates whose certificates are verified online through web services, but candidate is not eligible for web options

In respect of candidates whose data is verified online, but not eligible, candidate has to approach nearby Help line centre (HLC) for certificate verification with all original certificates and two sets of Xerox copies as per the schedule given in the **ANNEXURE**. After the verification of data by the verification officers at HLC, then the candidates have to check their options eligibility status using “**Application & Payment Status**” link. If they are eligible, they can proceed for exercising their options as per the schedule.

Candidates are informed that the verification of certificates viz SSC marks memo, Transfer Certificate (TC), IV class to SSC or Equi. study certificates, Caste Certificate, Income Certificate, Economically Weaker section (EWS) certificate, Residence Certificate etc have to be verified by the counseling authorities.

Case 4: Special category Candidates belonging to PWD, CAP, Scouts & Guides, NCC and Sports & Games whose data is verified online and also eligible/Not eligible for web options

Note: special category verification is not done online

Special Category Candidates must attend Help Line Centre (HLC) for special category certificate verification at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist as per the schedule given in the detailed notification.

Special Category candidates whose data is verified online for the certificates except special category certificates like PWD, CAP, NCC, Scouts & Guides and Sports & Games, such candidates must approach HLC at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist. as per the schedule given in the detailed notification. After the verification of data by the verification officers at HLC, then the candidates have to check the status of eligibility by using "**Application & Payment Status**" link. If they are eligible, they can proceed for exercising their options as per the schedule

Special Category Candidates should carry the all Original certificates along with following special category certificates with two sets of Xerox copies while physically visiting Vijayawada Help Line Center

- a. PWD: In respect of Persons with benchmark disability (PWD) category, candidates have to produce a certificate issued by the District Medical Board. Candidates who have disability of 40% and above will only be considered under PWD category.
- b. CAP category candidates have to produce a certificate issued by Zilla Sainik Welfare Officer (In case of Ex-Service Men), Identity Card and Discharge Book for verification. Candidates whose parents are domicile of Andhra Pradesh are eligible under CAP Category. The decision of authorities of Sainik Welfare of A.P is final in this matter.
- c. Anglo-Indian Candidates have to produce a certificate issued by Competent Authority of their place of residence.
- d. NCC: Produce original certificates issued by competent authorities where verification will be done by NCC authorities. The allotment will be made as per the **G.O.Ms. No.43, Higher Education (RM) Dept., dated 16.07.2025.**
- e. Sports & Games – Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.

- f. Scouts & Guides: Produce original certificates of Rastriya Certificate holders of Bharat Scouts and Guides and other certificate holders of Bharat Scouts and Guides issued by competent authorities.

Schedule for Verification of special category certificates:

- 1.PWD (Persons with disability)
- 2.CAP (Children of Armed Personnel)
- 3.Sports & Games
- 4.Scouts & Guides
5. NCC (National Cadet Cops)
- 6.Anglo-Indian

The schedule for centralised certificate verification for Anglo-Indian, PWD, CAP, NCC, Scouts & Guides, Sports & Games categories is **at Government Polytechnic, Vijayawada, Near Benz Circle, Krishna Dist.** only.

(The Reporting time is 9.00 a.m. every day)

DATE	CATEGORY	POLYCET RANKS CALLED
29.06.2026	CAP	1 to 60000
	NCC	1 to 60000
	PWD	1 to LAST RANK
	Anglo-Indian	1 to LAST RANK
30.06.2026	CAP	60001 to LAST RANK
	NCC	60001 to LAST RANK
	Sports & Games	1 to LAST RANK
	Scouts & Guides	1 to LAST RANK

Note: No certificate verification for special categories in Final Phase

Certificates required for Web Counselling

The candidates are requested to keep the following certificates ready before proceeding for Online Web Counselling.

- 1) APPOLYCET-2026 Hall Ticket
- 2) APPOLYCET-2026 Rank Card
- 3) Candidate's AADHAAR
- 4) SSC or its Equivalent Marks Memo (Original or Internet Copy)
- 5) Study certificates from 10th class to 4th class

6) Residence certificate of candidate for a period of 7 years preceding to qualifying examination i.e SSC or its equivalent in respect of private candidates having no institutionalized education

7) In respect of Non-Local candidates in order to consider them for allotment under unreserved seats, the following certificates needs to be submitted

a) **Residence Certificate**: Candidates who have resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State where the residence certificate is issued from Tahsildar.

OR

b) **Employer Certificate** : Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies , Universities and other similar Quasi Public Institutions within the State at the time of applying for POLYCET –2026 Examination.

8) EWS certificate **valid for the year 2026-27** issued from MeeSeva / (Swarna Grama/Swarna Ward) only for OC candidates who want to claim reservation under EWS category.

9) Income certificate of parents from all (MeeSeva / Swarna Grama/ Swarna Ward) issued on or after 01.01.2023 or for those who claims tuition fee reimbursement.

10) Caste certificate in case of BC/SC/ST issued by competent authority in case of reserved category candidates (not OBC certificate)

11) Minority certificate if applicable

12) Transfer Certificate (T.C)

13) PWD/NCC/CAP/Sports & Games/Scouts & Guides/ Anglo-Indian special category certificates if applicable

Steps to be followed by the candidate during counseling:

I. Online Certificates Verification & Fee Payment (Candidate Registration)

1. Open the website using URL <https://polycet.ap.gov.in>
2. Then click on link "**Online Certificates Verification & Fee Payment**"
3. Candidate can enter into Registration form by submitting the following

- ❖ APPOLYCET-26 Hall Ticket Number
- ❖ APPOLYCET-26 Rank
- ❖ Candidate's Aadhaar Number

4. Candidate Registration form with all the basic information is displayed, verify all the details thoroughly.
5. Candidate is instructed to submit his/her study period details in the order from 10th class to 4th class. Candidate has to select the district in which he/she studied corresponding class. If any candidate has studied out of Andhra Pradesh, then he/she has to select **Other State District** option. Based on the submitted details, after clicking **Get Region** button, candidate region is displayed where candidate can verify and proceed accordingly.

Note: Any deviation in study details if found at verification or at later time will be viewed seriously & can lead to cancellation of seat

6. Candidate is instructed to click **Get OTP** button where an OTP is sent to registered mobile number. Candidate has to enter OTP sent to his/her mobile registered mobile number.
7. Candidate is instructed to go for payment by clicking **Pay Fee Online** where candidate can pay processing fee by choosing any payment option (UPI, Net Banking, Debit Card and Credit Card).

- The processing fee for web counselling is Rs.700/- (for OC/BC) and Rs. 250/- (for SC/ST).
- All the candidates from 1 to Last Rank can do Candidate Registration (Online Certificates Verification & Fee Payment) from 24.06.2026 to 30.06.2026 using URL **<https://polycet.ap.gov.in>**

8. Once the payment is success, click on **print button** and take print out of receipt.

Note: During the payment of processing fee sometimes due to network delays payment made by the candidate may not be successful. In such cases candidates need to pay the processing fee once again and amount debited due to the failure transaction will be remitted back into the respective account within one week of working days from the date of payment. If the excess payments are not remitted in a one week of working days, candidate has to send information like Hall ticket number, Transaction Id, Date of

Payment etc to the Email Id: chepolycet@gmail.com and action will be taken immediately for refund. Candidates are requested to note that only one payment will be taken and excess paid will be refunded automatically.

II. Application & Payment Status

The Candidate can check the eligibility status of the application submitted through "**Online Verification & Payment**" to know whether the application is eligible for web options or not by doing the following steps.

1. Open the website using <https://polycet.ap.gov.in>
2. Click on link "Application & Payment Status"
3. Candidate can enter the following details
 - ❖ APPOLYCET-26 Hall Ticket Number
 - ❖ APPOLYCET-26 Rank

Then the candidate will get information regarding payment, candidate details and also web options eligibility status

III. Option entry:

The candidates are instructed to exercise options as per the schedule i.e. from 29.06.2026 to 03.07.2026. Candidates are advised to save the choices frequently after doing any changes. The candidates can freeze their options. Once options are frozen, then candidates cannot modify their options further. In case of any candidate clicks on Freeze button, exercised options will not be given for any changes/modifications. Hence check thoroughly all exercised web options and if you are satisfied with the options and their priority order, then only go for freezing options. However, the Candidates are informed that they can change their options finally only on 04.07.2026.

The procedure for options entry is

1. Open the website using <https://polycet.ap.gov.in>
2. Click on link "**Login**"
3. Candidate can enter the following details
 - ❖ APPOLYCET-26 Hall Ticket Number
 - ❖ Date of Birth
 - ❖ Submit mobile OTP

Option form will be opened and candidate can exercise his/her options.

Important Instructions to Candidates for exercising options:

- The list of available colleges, branches and districts can be downloaded from the website: <https://polycet.ap.gov.in>
- Prepare a list of web options manually on a paper before exercising web options in the web portal based on branches and colleges by consulting parents, friends, relatives and subject experts etc.
- All messages, OTPs, and allotment details will be sent to the Registered Mobile Number. Candidates are advised to keep their mobile phone active and accessible until the completion of the admission process.
- Utmost care should be taken to keep OTP confidential and do not disclose to anyone in any circumstances
- Candidates can exercise their web options either from home or through an Internet Centre. Avoid using mobile phone to exercise options as it leads to inconvenience
- If exercising options from an Internet Centre, ensure that you log out properly after saving your options to maintain account security.
- It is strongly advised to exercise as many options as possible to increase the chances of securing a seat and avoid disappointment at later time.
- After saving your final options, take a printout for your reference and future use.

IV. Allotment of Seats:

Seat allotment will be done based on the options exercised, considering the candidate's merit rank and category (SC/ST/BC/PWD/NCC/CAP/Sports & Games quota, etc.).

Allotment of seats will be placed in Website **<https://polycet.ap.gov.in>** on 06.07.2026 after 06.00 p.m.

The procedure for checking allotment of seats is

1. Open the website using <https://polycet.ap.gov.in>
2. Click on link "**Login**"
3. Candidate can enter the following details
 - ❖ APPOLYCET-26 Hall Ticket Number
 - ❖ Date of Birth
 - ❖ Submit mobile OTP

Download the **Allotment order, Self Joining Report, Receipt of Certificates** and **Web Options** report and then report to the allotted college on or before given scheduled dates.

Self-Reporting and Reporting at the Allotted Institution:

- Candidates must report through the Self-Reporting System online and also report in person at the allotted college with the downloaded allotment order and self-joining report as per the dates notified.
- Both stages of reporting are mandatory. Reporting through only one mode—either self-reporting or physical reporting at the institution—is not sufficient to retain the allotted seat.
- Failure to report through both modes within the stipulated dates will result in cancellation of the allotment, and the candidate will forfeit any claim for further seat allotment.

Tuition Fee: Tuition fee payable after allotment is Rs. 4,700/- (for Government and aided Polytechnics) and Rs. 25,000/- per annum (in Private unaided Polytechnics and Second Shift Engineering Colleges). The reimbursement of Tuition fee in respect of all eligible candidates will be as per the orders issued by Government of Andhra Pradesh from time to time. As per the norms prescribed by the Social Welfare Department, Government of Andhra Pradesh, candidates with maximum eligible age [Candidates of SC/ST/BC-24 YEARS, and OC-20 YEARS] as on 01-07-2026 are alone eligible for fee reimbursement

Note:

1. For any Help such as change of Mobile number or any corrections, candidates are requested to approach nearest Help Line centres (HLC) with valid document proofs.
2. On the last day of schedule, options last exercised by the candidate will be frozen and candidate should take a print out. The options recorded in the server on the last day will alone be considered for allotment of seats.

List of Help Line Centres (HLCs): Please visit website <https://polycet.ap.gov.in> for the list of Help Line Centres. For any Help such as change of Mobile number or any corrections, candidates are instructed to approach nearest Help Line centre with all valid document proofs.

Contact Details of Convenor:

a) Office address:

The CONVENOR, APPOLYCET-2026 ADMISSIONS,
D.NO:11-307, GARUDADRI K.K TOWERS, FLAT.NO:501, 6TH FLOOR,
LAKSHMI NARASIMHA COLONY, BYPASS ROAD,
NEAR Dr.YSR AAROGYASRI HEALTHCARE TRUST,
MANGALAGIRI,GUNTUR DISTRICT-522 503.

b) e-Mail Id: **chepolycet@gmail.com**

c) Help Desk Numbers: **7842075469, 7842085469, 7842095469**
(Timings as per the schedule from 9:00 AM to 5:00 PM)

Date:19.06.2026
Mangalagiri

CONVENOR & CHE
APPOLYCET-2026 ADMISSIONS