

Instructions for Filling the Application Form

(Read the instructions/ Pre-requisite carefully before filling the application form)

(A) Before proceeding to apply, please ensure that you have:

1- Scanned copy of applicant's recent photograph with following specification.

- Photograph should be in formals.
- Photograph must be a passport size color picture.
- Photograph must be a taken in full face view directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size 100KB.
- Photo format should be .jpg or .jpeg only.
- File name should be of 10 character maximum.

2- Scanned copy of applicant's signature with following specifications.

- Applicant should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be .jpg or .jpeg only.
- File name should be of 10 character maximum.

3- Scanned copy of applicant's Father/Mother signature with following specifications.

- Applicant's Father/Mother should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant's Father/Mother and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be .jpg or .jpeg only.
- File name should be of 10 character maximum.

5- Create an email account if you already don't have one.

6- You must give a mobile number in basic details. If you don't have mobile number, Please enter your guardian's mobile number for any further correspondence in this regard.

7- All mandatory fields are marked with red star.

(B) Instructions for filling the ONLINE APPLICATION FORM

1- Click on "PG/UG/Ph.D./Certificate Diploma" to access the list of programs.

2- Choose the program and click on the program name.

3- Before clicking on the program please click on the instructions for filling online application form, a pdf file will be open kindly read carefully.

4- Click on the program name for which you are willing to apply.

5- After clicking on the program a pop up will be open for terms and conditions.

6- Kindly check the terms and conditions. After that you will be redirected to personal information page.

7- Online Entrance Application form has following subsequent information

- a) Personal Information
- b) Education and Document Details
- c) Application Summary
- d) Payment
- e) Submit application form

8- Please fill the personal information first.

9- After filling the personal information click on save button at the last of the page.

10-System will generate the Unique Registration number along with password. Applicants are advised to note the same.

11-The Unique Registration number along with password will be sent on the registered email and registered mobile number. Note down the Unique Registration number for all future references.

12-After that you can continue and fill other required information (steps b to e) point 7 (see above) or logout from the application and login again with

unique Registration number and password to complete the application form.

- 13-After registration (filling up personal information-Receiving of unique Registration number and password), Click on "PG/UG/Ph.D./Certificate Diploma" on the home page and click on "Click here for Student Login"
- 14- Login with unique Registration number along with password and you will get all the earlier submitted information in personal information page, now you have to complete the steps (b to e) of point 7 (See above).
- 15- Applicants are required to fill all information required in different sections like Education and Documents details.
- 16- Fill Education and document detail and upload related documents. Uploaded Photo and signature should be as per specifications, kindly refer to section (A) at the starting of the document.
- 17- To save the data please click on 'Continue and Save' button at the bottom of each screen.
- 18- Step for making Application Fees Payment, you can pay the fees through online mode.

Procedure for Online Payment

- a) if you select online payment mode, click on '**make payment**'
- b) On the next page select your payment gateway – choose HDFC/COOPERATIVE Bank.
- c) Click on '**continue for payment**'
- d) Choose among the given options (debit card, credit card, net banking etc.- kindly check the available banks and card types)
- e) Fill the required card details carefully and DO NOT PRESS REFRESH or BACK BUTTON, while making the payment**
- f) If the payment is successfully done, you will receive a success message with all the details, below the message there is a button '**Click here to go to final submit page**'. Click on the button, you will be redirected to finally submit the application.
- g) Click on the '**Submit Application Form**' button to get the form finally submitted.

Note: Before proceeding further please make sure that are the fields are filled in correctly in the confirmation screen before clicking the submit button.