

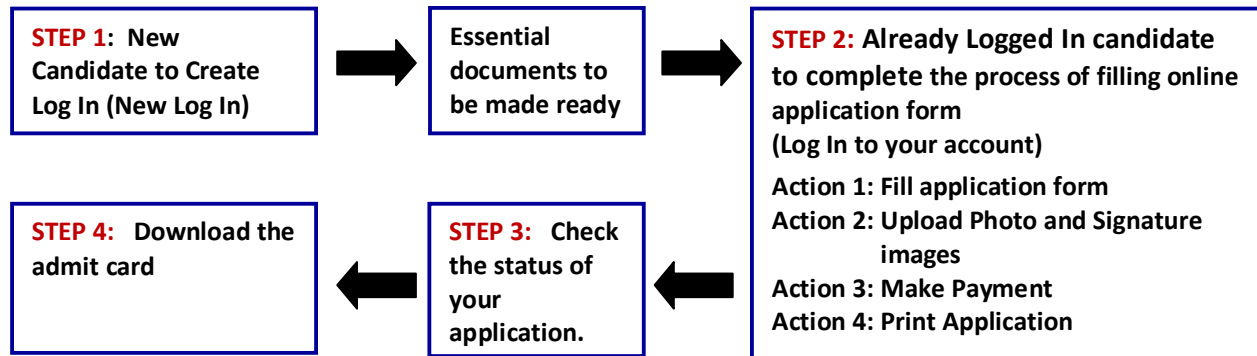


## ADMISSIONS 2019 | HOW TO FILL THE ONLINE APPLICATION FORM

### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://applyadmission.net/nift2019>  
They can access this website also through the 'Admission 2019 - Apply now!' banner on the homepage of official website of NIFT (<http://www.nift.ac.in>)
- 2) Entries in the application form shall be required to be filled only in English.

### STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



### STEP 1: New Candidate to Create Log In (New Log In)

#### Guidelines to Fill Online Application Form

☞ Fresh Candidate to create Log In (New Log In)

☞ Already Logged In Candidate to Complete Process (Log In to your account)

- New Candidate to visit the website: <https://applyadmission.net/nift2019> and click : [Fresh Candidate to create Log In \(New Log In\)](#)
- Fill the details to register for any programme. You must have a valid email ID for applying online.
- Press the button "Submit". **Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- **Note: Kindly note the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.**

### Essential Documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (the email should be valid for atleast 1 year)
  - b) Personal and Educational qualification details
  - c) Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate)
  - d) Disability Certificate for Persons with Disabilities
  - e) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
  - f) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
  - g) Demand Draft of requisite amount (₹ 2000/- in case of GEN/OBC (Non-Creamy) candidates and ₹1000/- in case of SC/ST/PwD candidates) drawn in favour of "NIFT HO", payable at **New Delhi** in case making payment DD.
  - h) Debit / Credit Card details in case making online payment.

**STEP 2: Already Logged In candidate log in to complete the process of filling online application form (Log In to your account)**

Action	Status
Click on the buttons given below	
Step 1: Fill Application	<input type="checkbox"/> To be Completed
Step 2: Uploading of Photographs & Signature	<input type="checkbox"/> To be Completed
Step 3: Make Payment	<input type="checkbox"/> To be Completed
Step 4: Print Application	<input type="checkbox"/> To be Completed

- Already Logged In Candidate to visit the **website** : <https://applyadmission.net/nift2019> and login by clicking [Already Logged In Candidate\(CLICK HERE\) to Complete Process](#)
- On clicking [Already Logged In Candidate \(CLICK HERE\) to Complete Process \(Log In to your account\)](#) page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:

- ✓ **Action1 : Fill Application**
- ✓ **Action 2 : Uploading image (Photograph and Signature)**
- ✓ **Action 3 : Make Payment**
- ✓ **Action 4 : Print Application**

✓ **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ⇒ While filling the application form online, please save the information by clicking the button “SAVE”.
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID and Date of birth and after editing the information, make sure to save the information by clicking the button “SAVE”.

✓ **Action 2 : Uploading images**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 50 kb. (Click here to view sample correct image of photograph) - <https://applyadmission.net/nift2019/CorrectPhoto.pdf> )**
- ⇒ **Upload Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb**

✓ **Action 3 : Make Payment**

There are two options available for payment of admission fee as given below:

1. Demand Draft
2. Debit / Credit Card

On selection of any option click button “Submit”. On clicking button “Submit” the information about Name, Category, Examination fees will be displayed.

**NOTE: Prior to making the payment, candidate can edit / amend the information in the online**

**Contd.**

application. Once the payment has been made by the candidate he/she will not be allowed to change/modify any information by the system. However, candidates will be given an opportunity to review and correct their personal information (changing the City of Examination is not permitted) in the application form from 29th December 2018 1200 hrs till 03rd January 2019 1600 hrs.

**Payment through Debit Card / Credit Card:** Keep the Debit Card / Credit Card Details handy.

In case you wish to change the category, click button “Home” and then click button “Action 1: Fill Application” so that the application form will be opened. After editing the information, make sure to save the information by clicking the button “SAVE”. Now click button “Home” and then click button “Action 3: Make Payment” and proceed for the payment.

**Payment through Demand Draft:** In case payment option selected is demand draft follow the procedure given below:

Make demand draft in favour of “**NIFT HO**”, payable at **New Delhi** of applicable application fee (₹2000/- in case of GEN/OBC(Non-Creamy) candidates and ₹1000/- in case of SC/ST/**PwD** candidates).The details of the Demand Draft are to be filled in the online application form.

Candidates are advised to check the following details carefully before sending the demand draft

- DD made in favour of “**NIFT HO**” ,
- Amount of Demand Draft as applicable i.e. ₹ 2000/- in case of GEN/OBC (Non-Creamy) candidates and ₹ 1000/- in case of SC/ST/**PwD** candidates
- Signature of the issuing authority on the demand draft.

Candidates applying through Demand Draft are required to send the printout of the Application Form, duly completed in all respect, along with Demand Draft on the following address so as to reach on or before **03 January 2019**

**Project Manager - CMS  
All India Management Association  
Management House,  
14, Institutional Area, Lodhi Road,  
New Delhi - 110003**

The duly filled in form should reach the above address **on or before 03 January 2019**. Incomplete forms or forms received late will not be accepted. The Institute does not take any responsibility for delay or loss of forms or correspondence in postal transit or by courier. Candidates are advised to keep the copy of printout and Demand Draft for future reference.

✓ **Action 4 : Print Application**

Candidate can view the by clicking the button “Action 4: Print Application” and can take print out of the same for their record.

***On correctly following the above steps, you would have completed the application process.***

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***STEP 3: Check the status of your application***

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***STEP 4: Download (Print) the Admit Card***

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- On the basis of information given in the NIFT Application Form, Admit Card of provisionally eligible candidates will be available for download from website: <https://applyadmission.net/nift2019> from **10th January 2019 (1300 hrs) onwards**.
- **Download Admit Card** – On the due date for Admit Card, re-login to the website: <https://applyadmission.net/nift2019> A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available.

- **Print Admit Card** - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

**NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check NIFT website for updates.**