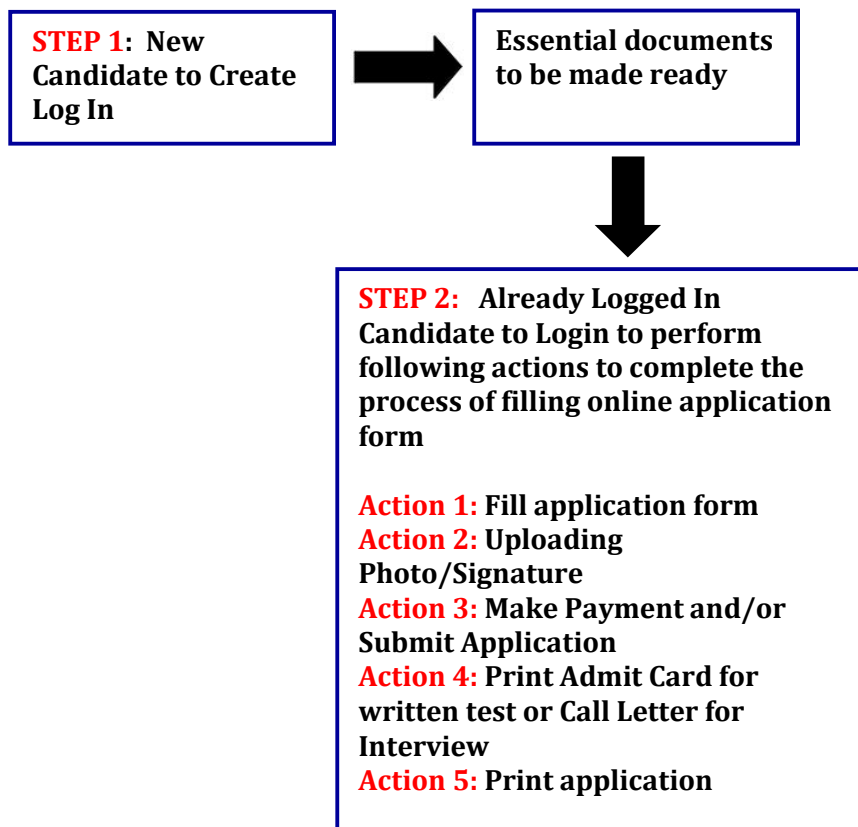


HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://applyadmission.net/NRINIFT2017>
They can access this website also through 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

APPLY ONLINE LOG IN

Fresh Candidate (CLICK HERE) to Create Log In

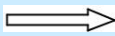
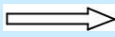
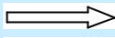

Already Registered Candidate (CLICK HERE) to Apply

- ➔ New Candidate to visit the website **website:** <https://applyadmission.net/nrinf2017> and click: [Click here to Register](#)
- ➔ 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 details
 - c) Educational qualification details
 - d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
 - e) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
 - f) 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

- Action 1  Fill application form
- Action 2  Uploading Photograph & Signature
- Action 3  Make Payment
- Action 4  Print Application & Admit Card for Written Test (for fresh candidate)
Print Application & Call Letter for Interview (for candidate who has appeared in 12 Feb.2017 written exam)

- ➔ Already Logged In Candidate to visit the **website:** <https://applyadmission.net/nrinf2017> and login by clicking [Already Logged In Candidate\(CLICK HERE\) to Complete Process](#)

On clicking [Already Logged In Candidate \(CLICK HERE\) to Complete Process](#) 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 Admit Card for Written Test (for fresh candidate)
& Call Letter for Interview (for candidate who has appeared in 12 Feb.2017 written exam)
- ▶ Action 5: 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.**

- **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**

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

In case you wish to change the personal detail, 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.

▶ **Action 4 : Print Admit Card for Written Test or Call Letter for Interview**

Print Admit Card for Written Test or Call Letter for Interview: On the basis of information given in the NIFT Application Form, Admit Card of provisionally eligible fresh candidates or Call Letter for Interview of candidate who has appeared on 12 Feb. 2017 examination will be generated on successful receipt of examination fees through payment gateway. Take the printout of the admit card or call letter. Candidates will NOT be allowed to enter the Written Test/Interview Venue without a valid Admit Card or Call Letter.

▶ **Action 5 : Print Application Form**

“Application Number.” will be generated along with Application Form. Candidates should retain their copy of printed application form, Payment Receipt as they can be asked to produce it for future reference.

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

Candidates need not to send the Online Application Form, however they are advised to keep the copy of the application form for future references.

.....XXXXXXXXX.....