

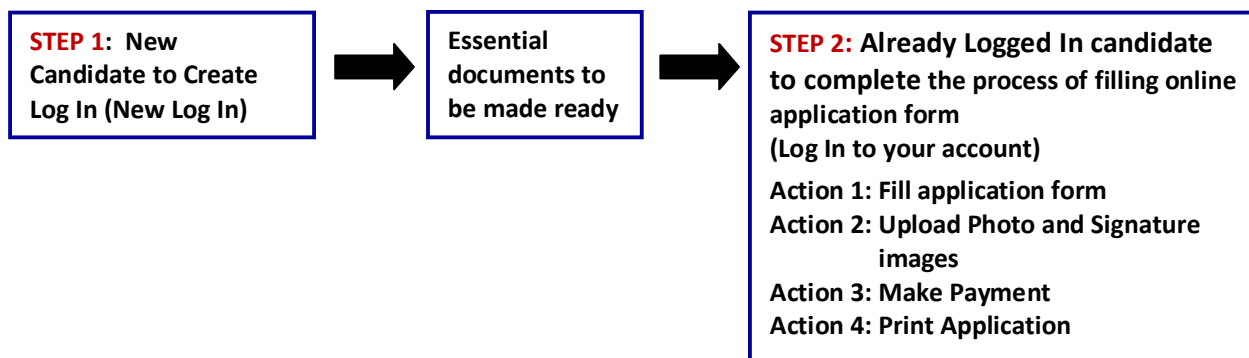


## ADMISSIONS 2018 | HOW TO FILL THE ONLINE APPLICATION FORM

### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://applyadmission.net/niftnri2018>  
They can access this website also through the 'Admission 2018 - 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/niftnri2018> 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) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB
  - d) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
  - e) Debit / Credit Card [AMEX] details in case making online payment.

**Contd.**

**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/niftnri2018> 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 100 kb. (Click here to view sample correct image of photograph)**
  - ⇒ **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. Debit / Credit Card [AMEX]

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

**NOTE: Once the payment has been made ONLINE; you will not be allowed to change/modify any information.**

✓ **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.***