Instructions for filling Online Application Form
[These pages may be printed for your own convenience and easy reference]

General Instructions:

1. Before applying online, candidates are advised to download the NRI/OCI/FN Information Brochure (pdf) and read it carefully.

2. Fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box / radio button as required. All items are mandatory and must be filled in; otherwise, the form may be rejected.

3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.

4. Please ensure that all fields are correctly filled in before submitting the data. After filling the complete form, you will be prompted **"Lock and Submit Application"** button. Once you click on the **"Lock and Submit Application"** button, the Form is set to read only. You may however return to the form to view or print it again.

5. After submission of application form, you will be prompted **"Print Application Form"**. Take a printout of application form and send scan copy of the same along with supporting documents by email. Original copy of the same will be required to produce during admission.

Specific Instructions:

6. While filling the form please note the following:

On opening the webpage by clicking the link **["Click here to Apply Online"** (under the relevant programme heading)]. A registration page will be opened where you will see the following options:

a) **For first time users:** You will be prompted to enter your Full Name, Email ID, and Mobile number to register for the programme, click on **CONTINUE** button to proceed further, a confirmation message will appear, click on check box and submit.

b) A message will appear that your registration completed successfully and will show you your application Id / number generated. Kindly note it down for future correspondence. On registration, OTP will be generated and sent on your registered mobile number.

c) A new page will appear, where you need to enter OTP received on your registered mobile, create password and click on submit button. Please do not share the password with anybody. A message will appear on your screen that your password has been set successfully, please Login again by clicking on **Sign In** button.

d) A new page will appear **"Summary of Student Application Form – Profile Status"** where candidates will be required to fill the following details. Fill correctly using instructions given below ['i' to 'vii']:

   i. **Apply for the program:** Select programme type (undergraduate or Postgraduate), program (B.Tech. or M.Tech. or MUP or M.Sc. or M.Pharm). Click on **Save and Continue** button to fill other details.

   ii. **Personal & bank Details:** Enter your personal and bank details as sought for.

   iii. **Address Details:** Enter your correspondence, permanent address and latest mobile / contact number.

   iv. **Photograph & Signature Details:** Upload your recent passport size colour photograph and signature in jpg format upto 25 KB only.

   v. **Educational Details:** Enter your educational and last qualification details as sought for.

vi.   **Payment Details:** Please enter Wire Transaction Number, Bank Name, Branch Name etc. After clearance from the bank, payment towards application fee will be updated accordingly. **It may take 5-6 days to update the payment status.**

vii.   **Upload Documents:** Please upload relevant supporting documents. Please upload relevant supporting documents and click on check box **"All the above entries in the application form are filled by me and true to the best of my knowledge".**

Take printout of the Application Form, sign declaration and send the same along with other supporting documents by email at ar.aac@bitmesra.ac.in. Admission on false information and certificate will be ipso facto null & void and also punishable under the various provision of Indian Penal Code.

Note: Declaration and Undertakings: You and your legal guardian / parent are required to sign the declarations and undertaking on the last page of the printed form.