

Instructions for filling application for IISER Admission 2020

(Help desk Email: IISER2020.helpdesk@gmail.com)

1. The link to the registration page is provided at IISER admissions website. Please click on the **Apply Online**.
2. Upon reaching the registration page, you will be asked to enter some basic personal details such as Name, Date of Birth, Gender, Mobile number and Email. You have to generate OTP and you will receive the OTP number in the registered mobile number. For this, click **generate OTP**. Another OTP Captcha validation page will be opened to you to enter the text image displayed. After entering the text, click **submit**. You will receive OTP in your mobile number. Enter this OTP in the registration page and press validate button. Finally, enter Captcha displayed to you on the registration page and click the submit button. You will be allowed to reconfirm the details. If you press CANCEL, you can modify the details else if you press OK, registration will be completed. You will get application number/User ID and password in mobile and at email address. You may logout by pressing log out button on the right-top most corner. Then re-login using application number/User ID and password.
3. Once registered, the same mobile number cannot be used for registering again and cannot be changed.
4. Confirm that the details you have entered are correct and click Submit. After you click Submit, you are registered. An email and an SMS containing Login ID and Password will be sent to you after successful registration. Make sure to check your spam folder if you don't see the email in your inbox.
5. You will now be asked to logout and login again. Upon clicking Logout, you will be redirected to the application page.
6. You may now log in using your user Id and password on the new page that appears.
7. The next step is to fill your personal details, Qualification Details and Document Upload which are divided as three tabs in the application page. Click on the button **Go to Personal Details Form**.

8. You need to enter an alternate mobile number in the application page without which the form cannot be submitted. Alternate Email id is optional.
9. Note that the **qualifying exam details** section has several options depending on the status of your result as well as if you had Math's as one of your subjects. If the result is not declared, select **No**.
10. If the result for your board is declared, select Yes and fill your marks in the fields that appear. Physics and Chemistry are mandatory subjects. Apart from that, you may choose to enter the names of three more subjects and their respective marks.
11. Note that you must write marks obtained out of 100. If your board doesn't allot marks out of 100 for each subject, refer to the following guidelines for scaling your marks to a 100 marks scale: <https://www.iiseradmission.in/index.php/pages/eligibility>
12. After entering your marks, upload a scanned copy of your 12th class (or equivalent program) marksheet by clicking on the "**click here to upload**" button.
13. Click on the "Browse" button to select the scanned copy of your marksheet (max 1 MB, only PDF, JPEG or JPG formats) from your computer, or drag it directly to this popup (in the grey region). Upon successful upload of your marksheet, you will see the filename along with "**File uploaded Successfully**" written underneath as shown below. Also, there is an option to download your file on the bottom left corner of this popup to double-check if the uploaded file is correct.
14. If you do not have Math's subject in your 12th class, select No. If you have Math's as a subject in your 12th Class, then select Yes. You will be shown a dropdown menu to select the result status. If you select Pass or Fail, one more field "**Marks**" will appear in which you need to write your marks for the Math's subject (out of 100).
15. If your result is awaited, you need to update it in the application before 20th June 5 PM.
16. Upload your photograph and signature (max 200 KB, JPEG or JPG formats only) by clicking on the "**click here to upload**" buttons.
17. Enter the Captcha text and click on the text "**I Agree**" or the checkbox beside it to confirm the declaration.
18. Check all the details entered by you and click on the **Submit** button. You will see all the information entered by you on the next page as a confirmation along with a note saying that "*You have successfully submitted your Personal Details.*"

19. You would also see a new tab "SCB Channel" beside the "Applicant Details" tab. You will see the following options after clicking on the "SCB Channel" tab:

- Click on "**Click here to fill the Application**" button to go to the application form for the SCB Channel. An application number appended with SCB will be generated for you. Please note that with same application number user id, you will be able to apply for KVPY and JEE(advanced) if you are qualified apply through it. Accordingly the new id will be generated appended with KVPY or JEE. If you are applying through multiple channels, you have to pay the application fee for each channel.

20. Next, you are required to fill your city preferences for the test center of the IAT 2019 computer-based test.

21. Next, select the IISERs in the decreasing order of your preference.

22. Verify these details, select ICICI from the payment type, and click on "**I Agree** " if you agree with the declaration to proceed with the submission of the form and the payment. You may also preview the filled form by clicking on the **Preview** button.

23. By clicking on the **Submit** button, you would be directed to the payment gateway of ICICI bank where you may choose to pay using UPI, debit cards/credit cards issued by all major banks or through the net banking facility. If you are General/EWS/OBC/OBC-NCL/KM you have to pay Rs.2000 + transaction fee, if any, as application fee. If you are SC/ST/PD candidate, you need to pay only Rs.1000 + transaction fee, if any. If you are a foreign national applying through JEE you have to pay US Dollar 100 + transaction fee, if any, as application fee.

24. On successful transaction, the payment gateway will revert to the application portal. **DO NOT** press refresh or back buttons on the payment page. Depending on your network speed, it may take a few minutes for the payment gateway page to show a success message and reverting back you to the application portal. It is advisable to keep the transaction id of your payment written down for future reference.

25. In case of a failed payment transaction, instruction with transaction details will be shown on your screen which can be used for all future transactions.

26. In this case, kindly save the details for future correspondences related to this transaction, and login on the application portal to submit your application again.

27. In case you do not see a transaction success/failure page on payment gateway page, **DO NOT** attempt multiple payments. Please verify first whether money is debited from the account used for the attempted payment. If the money is debited, then contact the helpdesk through email or at the helpline number with transaction id to resolve the issue. Help desk Email: IISER2020.helpdesk@gmail.com