



B.Tech. Admission – 2022
Instructions for Filling Online Application
(NRI/NRI-Sponsored Category)

Steps	Instructions
Step 1	New Candidate Registration
	<ul style="list-style-type: none"> Kindly fill up the applicant’s details like first name, last name, mobile no. and E-mail ID of the candidate and click on “Get OTP” button.
	<ul style="list-style-type: none"> An OTP will be sent to the Registered E-mail ID and Mobile Number, you entered.
	<ul style="list-style-type: none"> Enter the OTP and click on “Register”.
	<ul style="list-style-type: none"> Login credentials will be sent to your E-mail ID and Mobile Number.
	<ul style="list-style-type: none"> Using the login credentials login to the admission portal (Login Already Registered Candidates).
	<ul style="list-style-type: none"> Set the new password and you will be logged out. Re-login with the new set password.
Step 2	Candidate Dashboard
	1 Application Form
	<ul style="list-style-type: none"> Click on the Application Form.
	<ul style="list-style-type: none"> Read the General Instruction, Terms and Conditions, select the check-box and click on “Next” button.
	Candidate’s Personal Information
	<ul style="list-style-type: none"> Enter the Surname, Name and Father’s Name of the candidate.
	<ul style="list-style-type: none"> Enter Address, Country, State, City, Pin-code, Parent Mobile Number, Parent Email ID, Nationality, Birthdate, Gender and Source of Information.
	<ul style="list-style-type: none"> Click on “Save & Next” button to save the details entered.
	Admission Category and Sub-Category
	<ul style="list-style-type: none"> Select the Programme you want to apply.
	<ul style="list-style-type: none"> Select the admission category from All India/NRI/NRI-Sponsored.
	<ul style="list-style-type: none"> Select the admission sub category from “Inside Gujarat” or “Outside Gujarat” Tick the checkbox, then click on the button “Save & Next”.



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Programme Preference and Payment	
	<ul style="list-style-type: none">• Click on “Programme Preference”.• Select the branch preference from the dropdown list under Branch Preference and click on “Add to Draft”.• Please note that whichever branch you select first will be your preference number first and then second and then third, which is shown under “Candidate Programme Preference” in Ascending Order.• Candidate can modify their choices from the “Up and Down arrows” under Action.• Candidate has to fill minimum one branch preference.• Tick the checkbox and click on the “Verify and Final Save” button, the choices will be locked.• Verify your filled-in details and click on the button “Confirm & Paynow” for Payment.• After successful payment, the transaction details will be shown on your dashboard.• Click on “Dashboard” button.• Now complete the further details from 2 to 5 & 7 (for NRI/NRI-Sponsored Category Candidates).
Step 3	2 SSC & HSC Details
	<ul style="list-style-type: none">• Click on “2 – SSC and HSC”.• Enter your qualification details of SSC and HSC, like Name of School, Name of Board, Location, Stream, Year of Passing, Status, Total Marks, Obtained Marks and Percentage and Click to “Save” button.• The message “Details Successfully Saved” will be displayed.• Click on “Dashboard” button.
Step 4	3 Documents Upload
	<ul style="list-style-type: none">• Upload the documents as listed (Click on “Browse” to select the file).<ol style="list-style-type: none">i. Recent Passport Size Photograph of the candidate.ii. SSC (10th Standard) Mark-sheet.iii. HSC (12th Standard) Mark-sheet.iv. School Leaving Certificate/ Transfer Certificate.v. Transcript of the course (For NRI Candidate only)vi. Equivalent Certificate from AIU-New Delhi (For NRI Candidate only)

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	<ul style="list-style-type: none"> vii. Copy of the Passport of Self (For NRI Candidate only) viii. Copy of the Passport of Father or Mother (For NRI Candidate only) ix. Copy of the Passport of the Sponsor (For NRI-Sponsored Candidate only) x. Copy of the address proof of the sponsor (For NRI-Sponsored Candidate only) xi. NRI Status Certificate (For NRI and NRI-Sponsored Candidates) xii. JEE (Main) 2022 Confirmation Page (For NRI-Sponsored Candidate only) xiii. JEE (Main) 2022 Admit Card (Session – I) (For NRI-Sponsored Candidate only) xiv. JEE (Main) 2022 Admit Card (Session – II) (For NRI-Sponsored Candidate only) xv. JEE (Main) 2022 Score Card (Final) (For NRI-Sponsored Candidate only) <ul style="list-style-type: none"> • Click on the “Upload” button. • The uploaded documents will be displayed on the right side, the candidate can verify by clicking that the correct document is uploaded or not. • Click on “Dashboard” button.
Step 5	4 Entrance Examination Details
	<ul style="list-style-type: none"> • Click on the “3 Entrance Examination Details”. • Check your JEE (Main)-2022 Application Number, entered in Step-2. • Enter the Roll Number of the Examination you appeared. • Keep the field blank, if not appeared. • Click on “Save” button. • Click on “Back to Dashboard” button.
Step 6	5 Programme Preference
	<ul style="list-style-type: none"> • Click on “5 Programme Preference”. • Select the branch preference from the dropdown list under Branch Preference and click on “Add to Draft”. • Please note that whichever branch you select first will be your first preference and then second and then third, and will be displayed under “Candidate Programme Preference” in ascending order. • Candidate can modify the branch preferences from the “Up and Down arrows” under Action. • Minimum one branch preference needs to be filled by the candidate. • Tick the checkbox and click on the “Verify and Final Save” button, the choices will be locked.

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	<ul style="list-style-type: none"> Click on “Dashboard” button.
Step 7	6 Important Dates
	<ul style="list-style-type: none"> Candidate can verify the various important dates by clicking the “6 Important Dates”.
Step 8	7 NRI/NRI-Sponsored Category Details
	<ul style="list-style-type: none"> If the candidate applied under NRI/NRI-Sponsored Category, then the candidate has to enter the details of NRI/NRI-Sponsored as mentioned under: <ol style="list-style-type: none"> i. Name of the Sponsor ii. Passport Number of the Sponsor iii. Residential Address of the Sponsor (Foreign Country) iv. Contact Number and Email ID of the Sponsor.
Step 9	View Application Form
	<ul style="list-style-type: none"> After completing all the details “View Application Form” option will be visible in the right side of the Application Status on Dashboard. By clicking the “View Application Form”, the candidate can print/download the filled application form. After clicking this button, the candidate cannot modify the details filled in the application form.

Note: - Do not send the copy of your application form to the Institute.