

# Instructions

## General:

To apply, candidates must visit the link <https://admission.nitsri.ac.in>

The application fee will display based on your category, specialization, branch and preferences as mentioned in the notification.

If you wish to apply for more than one **specialization** in **PHD**, you need to fill out and pay the application fee separately for each form and specialization. The same applies to MTech MBA and MSc based on branch and preferences. To check the eligibility criteria, kindly refer to and carefully read the notification uploaded on the institute's website. **Please remember to use the same email ID for all your applications.**

Make sure to keep a record of your usernames, passwords, and corresponding specializations/branches for future reference.

## Instructions to Apply:

- Ensure you have a computer or laptop with a good internet connection.

## Create Your Account (Sign up):

- On the login window, look for "**Sign up**" option on the home page and click on the link that corresponds to your applied degree.
- A window will appear asking for your basic details, degree name, and branch. Fill in this information to create a username and password.
- After you "**Submit**" this information, your username and password will be sent to your registered email address.

## Log In:

- Use the username and password you received to log in on the homepage. Fill in the captcha and click on "**Login**".
- You will be redirected to your information form.

## Fill Out the Form:

### For PHD

- Complete the **Admission details** with all the required data.
- After filling in the details, click the "**Save**" button at the bottom.
- Click on the "**Document Upload**" tab.

### For MTECH

- Complete the **Admission details** and press "**Next**" to fill the qualification details.
- Click "**Next**" to select your branch preferences and click "**Save**". Then click on the "**Document Upload**" tab.

### For MBA/MSC

- Complete the **Admission details** and click "**Next**" to fill the qualification details and "**Save**" the education information.
- Click on "**Next**" to upload the documents.

### Upload Documents:

- Upload your photo and the required documents as shown on the window and mentioned on the notification. Make sure each file is up to 500 kB.
- Rename the photo file with your name before uploading.
- Once all documents are uploaded, click on the "**Final Submit & Pay**" button. You will be directed to the online payment page.

### Form Payment:

- Wait for the response page to show up after making the payment. Once the payment is successful, the "**Print Receipt**" option will be available on the response page.
- If the report doesn't appear, make sure that pop-ups are allowed in your browser settings and try to generate again.
- Print and save the fee receipt for future use.

### Complete Registration:

#### For PHD

- After completing the online registration and fee payment, log in to your account again.
- Click on "**ARF Report**" at the bottom of your page to generate a report of your form.
- Print and save the form report for future use.

#### For MTECH

- After completing the online registration and fee payment, log in to your account again.
- The report will be available on the step 3 page, click on "**ARF Report**" to generate a report of your form.
- Print and save the form report for future use.

#### For MBA/MSC

- After completing the online registration and fee payment, log in to your account again.
- The report will be available on the document upload page. Click on "**Print Admission Report**" If a popup appears you will not be able to change information after this and indicating that the fee has already been paid, press "OK" to generate a report of your form.

- Print and save the form report for future use..

### **Admit Card (For Shortlisted Candidates Only):**

- Use the same username you created when you filled out the application form.
- After logging in with your password, a message will pop up saying, "Registration activity has been closed!" Click "OK" to generate your admit card.
- For M. Tech and Ph.D Students the admit card button is located at the bottom of the page after you log in. Click this button to generate your admit card.
- If the admit card doesn't appear, make sure that pop-ups are allowed in your browser settings. Then try to generate the admit card again.

### **Note:**

If you have previously applied, create a new username and avoid using any old, incomplete user IDs.

If any report doesn't appear, make sure that pop-ups are allowed in your browser settings and try to generate again.

If a popup shows "Select Specialization" while saving the data on the form, please refresh the branch in the dropdown by selecting "Please Select" and then change it back to the your required option.

If your payment fails and shows the message "**REASON NA**" you might need to change your card because ECOM transactions could be blocked by your bank on that card.

For queries related to the online form, send an email to [mis.srinagar@iitms.co.in](mailto:mis.srinagar@iitms.co.in) , include your username/application number, applied degree, specialization, and mobile number in the email.