

GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR DEGREE HI ADMISSION 2020 21

1. Pre-Requisites for Applying Online:

Before applying online, candidates should have:

- A valid e-mail ID
- Scanned copy of their Passport size Photograph in JPG/JPEG format
- Necessary details/documents ready (like SSLC, Plus Two /Pre Degree, Degree certificates, marklists, Disability Certificate etc.)

2. Candidates can apply online through website <http://admissions.nish.ac.in>

3. Click on "Apply Now" button of "Degree (HI)" course

4. After clicking on "Apply Now", you will find the general instructions. Read these instructions carefully.

5. Register with your name, valid e-mail address and a password at the following screen.

The screenshot shows the 'Sign Up' step of the registration process. At the top, there is a 'Progress Indicator' with four steps: 1. Sign Up (highlighted in orange), 2. Upload Photo, 3. Fill Details, and 4. Download & Send. Below the indicator, the 'Sign Up' form includes a 'Course' dropdown menu, and text input fields for 'Name of applicant(as in SSLC Book)*', 'Email ID*', 'Password*', and 'Confirm Password*'. A CAPTCHA image with the text '2VH7R' is displayed, with a 'Type the text below:' input field and a refresh button. A 'Create Account' button is at the bottom of the form. The footer of the page reads '© 2013, NISH'.

An e-mail will be sent to your e-mail id with an activation link. Click on the link to activate it. (Please check your "Spam" folder if you are not able to view mail within few minutes from admission@nish.ac.in. If you find our e-mail there, click on "Not Spam" button and activate your account using the link available)

6. After activation you can login with your login id (email id) and password. You will see the steps as shown below

The screenshot shows the 'Upload Photo' step of the registration process. The 'Progress Indicator' now highlights step 2, 'Upload Photo'. The main content area is titled 'Photo Upload' and contains instructions: 'Upload a passport size photograph which should be in JPG/JPEG format only and size of the photo should not be more than 1MB. The uploaded photograph will appear on your application form and any admission orders subsequently and therefore try to upload a photo with good clarity and contrast.' Below the instructions, there is a text input field for 'Upload Your Recent Passport Size Photograph*' with a 'Browse...' button and the text 'No file selected.' To the right of this field is a placeholder box that says 'No Image Available'. An 'Upload' button is located at the bottom center of the form.

7. Upload a passport size photograph which should be in JPG/JPEG format only and size of the photo should not be more than 1MB.

8. Fill personal details, academic details etc. carefully. Filling of star (*) marked fields is mandatory.

9. Payment can be made by challan form OR through Internet Banking.

- a. Take a printout of the challan form available on the website. Pay the registration fee in any branch of SBT using this challan.

OR

- b. Those who have internet banking facility can remit the fees through NEFT transaction to "NISH FEE ACCOUNT", State Bank of Travancore, Akkulam branch Account No: 67224749979 with IFSC Code SBIN0070581. Please note the Unique Transaction Reference (UTR) number and date as this will have to be entered in the application form.

OR

- c. Visit <http://nish.ac.in/online-payment/course-payment> for online payment. **Select "Degree HI" Option from the list.**

10. After paying fee, login back to <http://admissions.nish.ac.in> using username and password and enter payment remittance details before the last date.
11. Click on "Edit" button, if you want to change any details or click on "Submit" button for submitting the application form. Once the submission is done online, the candidates cannot make any changes in the form.

The screenshot displays a web form for NISH with the following sections:

- Academic Details:**
 - College or school where last studied*: St Mary's School
 - Year of study*: 1999
 - Register number of SSLC exam*: 34567
 - Year & month of passing SSLC*: 1997, March
 - Name of the qualifying examination*: VHSE
 - Marks of qualifying examination:
- Marks Table:**

Marks obtained*	Maximum marks*	Percentage obtained
567	1200	47.25%
- Course Details:**
 - Choose the course(s) you wish to apply for*: BSc,BCom,BFA.
- Payment Details:**
 - NEFT Transaction No.*: 23456
 - NEFT Amount*: 150.00

At the bottom right, there are two buttons: "Edit" and "Submit".

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Click on Submit button above to submit the form.

12. You will be intimated about the date and time of the Online Aptitude test / Viva voce through email and SMS
13. Call letter for the interview will be send through e-mail.
14. Report for the interview in the college with all original documents on the date notified by NISH.

Documents to be submitted at the time of Entrance Examination:

1. Attested copy of:
 - a. The relevant page of SSLC showing date of birth.
 - b. Mark list of qualifying examination.
 - c. Disability Certificate showing the level of disability
 - d. Caste certificate in case of SC/ST/OEC
2. Application received after the due date and those not accompanied by required documents/details will not be considered. Candidates are advised NOT to enclose originals of any supporting documents along with the application form.

In case of any doubts please call Admission Helpdesk: 0471 2944635 / 2944666 / 2596919 /2596920.

