भारतीय विदेश व्यापार संस्थान

मानित विश्वविद्यालय

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

GUIDELINES - HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through website: https://applyadmission.net/iift2027
2) Candidates need to register and apply separately for MBA(IB) and MBA(BA) programmes

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In (New Log In)

→

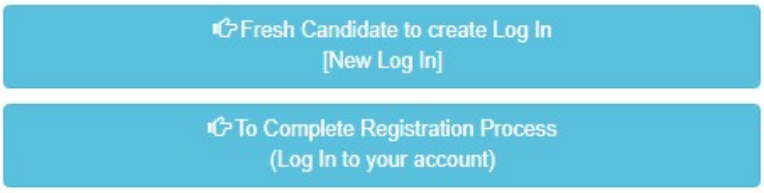
STEP 2: Essential documents to be made ready

→

STEP 3: Already Logged-in candidate to complete the process of filling online application form (Log In to your account)

Action 1: Fill application form
Action 2: Uploading of Photograph / Signature
Action 2a: Uploading of Documents
Action 3: Make Payment / Submit Application
Action 4: Print Applicat

STEP 1: New Candidate to Create Log In (New Log In)



New Candidate to visit the website and click:
[Fresh Candidate Click Here to Register (New Log In)]

Fill the details to apply for IIFT Programme. You must have a **valid email ID** for applying online.
Remember the password filled here for creating Log In.
Press the button "Submit". Acknowledgement email will be sent on the email ID filled by you.
Kindly check the same and keep a record of that.

Note: Once the information filled here will not be changed.

STEP 2: Essential Documents to be made ready

Before starting to fill up the on-line application, keep ready with you the following details / documents / Information

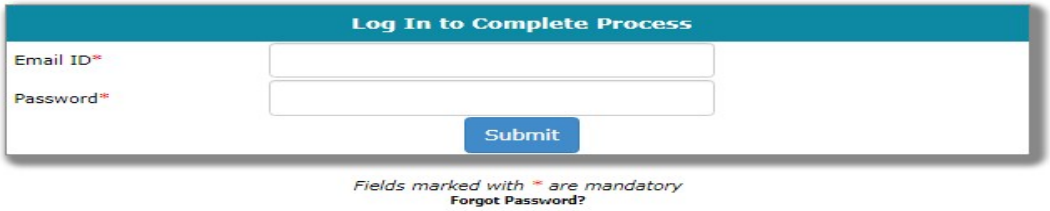
a) Valid Email ID (This email id shall be used to communicate with the candidate in near future.) & mobile number valid for at least next one year.
b) Personal & Educational Qualification details.
c) Details of Debit Card/Credit Card/Net Banking/UPI for making fee.
d) Scanned Copy of Recent Photograph (in jpg/jpeg format). Size less than 100Kb).
e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size less than 100kb.
f) Scanned copies of 10th & 12th Marksheet (in pdf format) Size less than 300kb
g) Scanned copy of Degree/ Provisional Certificate/ Consolidated Marksheet for essential qualification i.e. Graduation. (in pdf format) Size less than 300kb
h) Scanned copy of Work Experience Certificates / documents, if applicable. (in single pdf format) Size less than 5Mb
i) Scanned copy of Category Certificate (for SC/ST/OBC (NCL)/PWD/EWS/Kashmiri Migrants) issued by the Competent Authority. (in pdf format) Size less than 300kb
j) CAT-2026 Application Copy

Note: - While applying for the course, the candidates should ensure that he / she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after the admission, his / her admission are liable to be terminated without any notice.

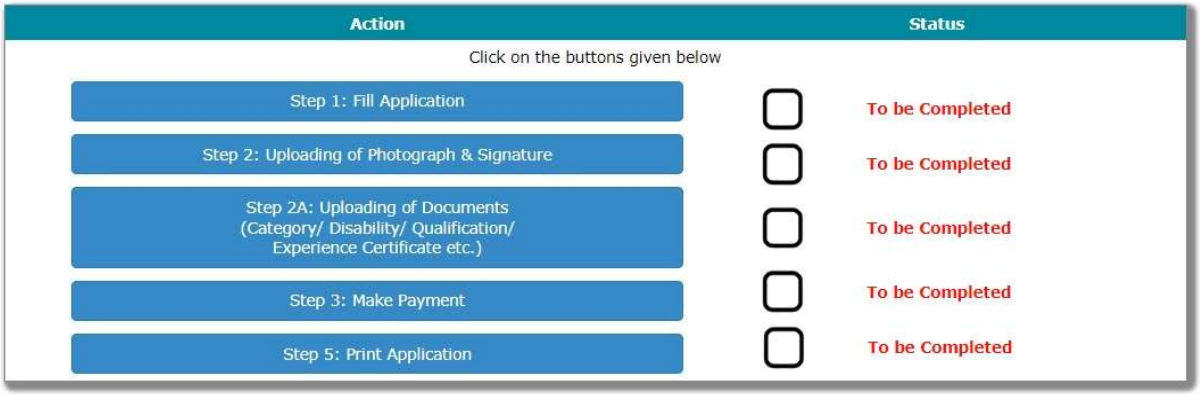
STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

Already Registered Candidate (Click Here) to Complete Registration Process to log in to fill the application form. Here to log in you need to fill the following:

1. Email-ID
2. Password



After log in, a page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:



ACTION 1: FILL APPLICATION (CLICK ON THE BUTTON TO FILL APPLICATION FORM)

- Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
  - While filling the application form online, please save the information by clicking the button "SAVE".
  - In case you wish to edit any information you can do that by log in again using Email-ID and Password and after editing the information, make sure to save the information by clicking the button "SAVE".

ACTION 2 : UPLOADING OF PHOTOGRAPH

- Upload Photograph - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly

seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 100kb.**

- Upload Signature- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is less than 100kb. The image should only be in .jpg or .jpeg format.

ACTION 2A : UPLOADING OF DOCUMENTS

Candidates are required to upload the scanned copies of all the relevant documents with regard to qualification, work experience, Disability (as applicable) and other documents as asked for. Scanned copies of following documents (in PDF format) are to be uploaded:

- 10th & 12th Marksheets.
- Degree/ Provisional Certificate/ Consolidated Marksheet for Graduation
- Work Experience Certificate/s
- Category Certificate (for SC/ST/EWS/OBC (NCL)/PWD/Kashmiri Migrants) issued by the Competent Authority.
- CAT-2026 Application Copy

Click on "**Save & Proceed**".

ACTION 3: MAKE PAYMENT

Amount of Application Fee

S. No.	Category	Application Fee for MBA(IB) Programme (in Rs.)	Application Fee for MBA(BA) Programme (in Rs.)
01	SC/ST/PWD/Transgender Category	1500/	1000
02	General/ EWS/OBC(NCL) category	3000/-	2000

- Candidate to read the undertaking and accept the same.
- In case you wish to edit any information pertaining to Personal Details, and Qualification Details; you can do that by log in again using Email-ID & Password and after editing the information, make sure to save the information again by clicking the button "SAVE".
- Once the application is submitted at this step, you cannot edit the information after that.
- On clicking the button "MAKE PAYMENT"; you will be routed to Bank website where you have to make the payment by any one of the following options:

- Debit Card
- Credit Card
- Net Banking
- UPI

1. **Mode of Payment through Debit Card/ Credit Card / Net Banking/ UPI as per steps given below:**

Put the details of your Debit Card / Credit Card / Net Banking Account/ UPI to proceed for the payment.

After making the successful transaction, the candidate will get a preview of application with auto-generated Application Number. This confirms the filling of your online application form.

2. **Fee once paid will not be refunded under any circumstances**.

Fees paid by modes other than through Debit Card / Credit Card / Net Banking/ UPI as indicated above will not be accepted and the applications of such candidates will be rejected forthwith and the payment made shall stand forfeited.

Please note that candidates are NOT required to send print out of Application Form/any documents to IIFT. The information furnished in the Application Form and certificates will, however, be scrutinized / verified at the time of document verification.

ACTION 4: PRINT APPLICATION

- Take the print out of online application form for record
- Candidates can re- print the online application form by logging into their account.

ON CORRECTLY FOLLOWING THE ABOVE STEPS, YOU WOULD HAVE COMPLETED THE APPLICATION PROCESS.