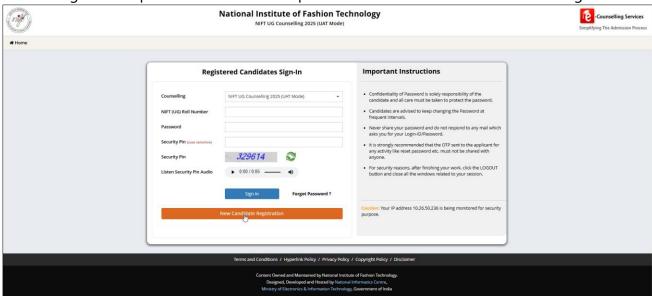
# NIFT UG & PG Counselling 2025

**User Guide** 

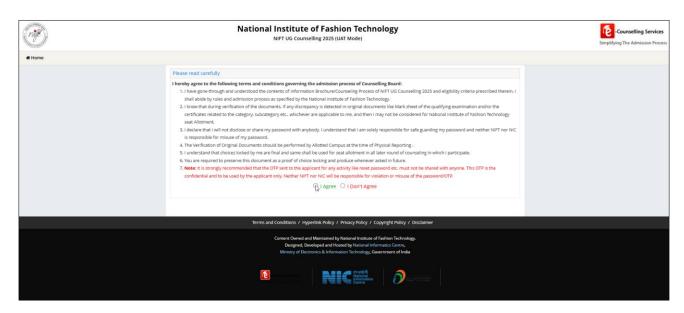
# 1. Registration Process

### **Step-by-Step Procedure for New-Candidate Registration**

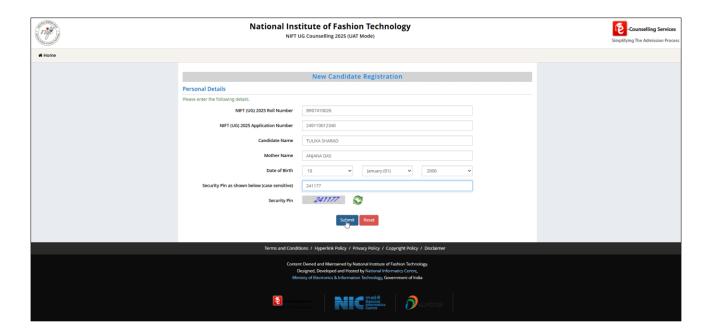
a. Login to the portal and enter the requested information for new candidate registration.



b. Read the instructions carefully and click on "I Agree".

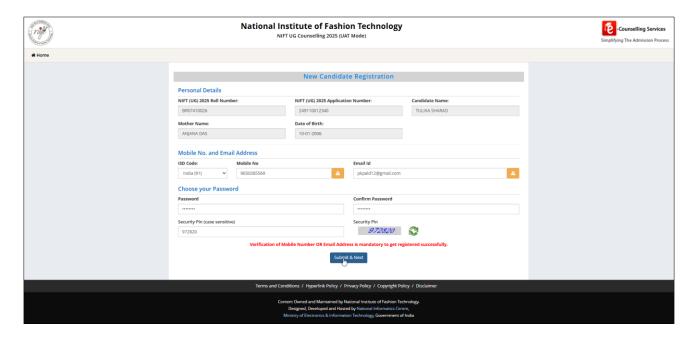


c. Enter the personal details and click on submit.

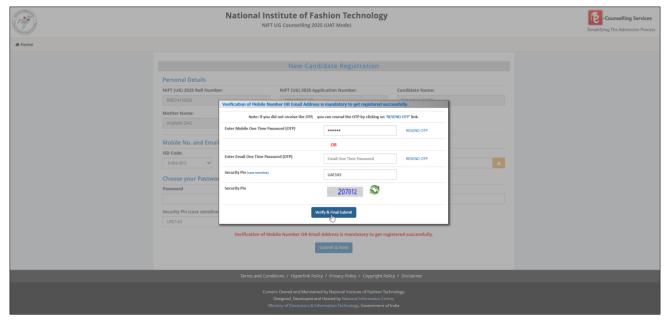


d. Enter Mobile No., email address, choose your password and click on submit and next.

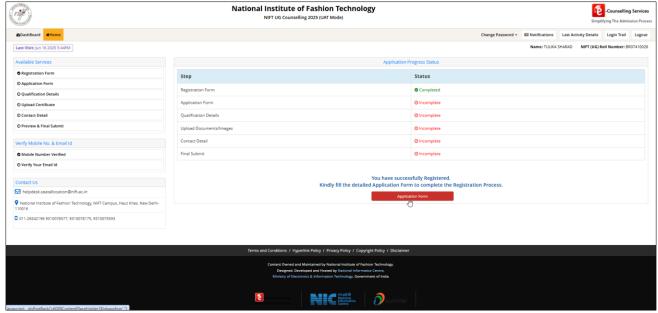
Please note that, verification of mobile no. or email address is mandatory to get registered successfully.



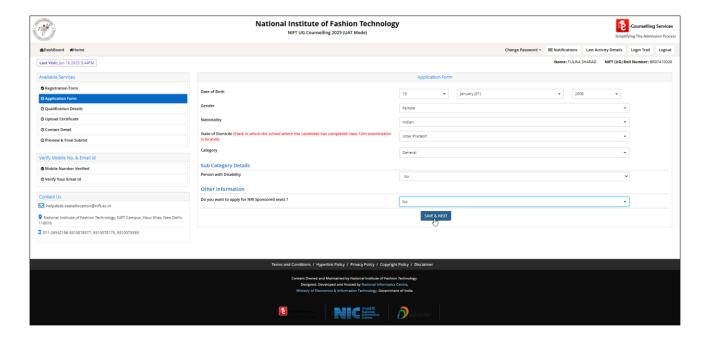
e. Verify the OTP send to registered mobile no. or email address.

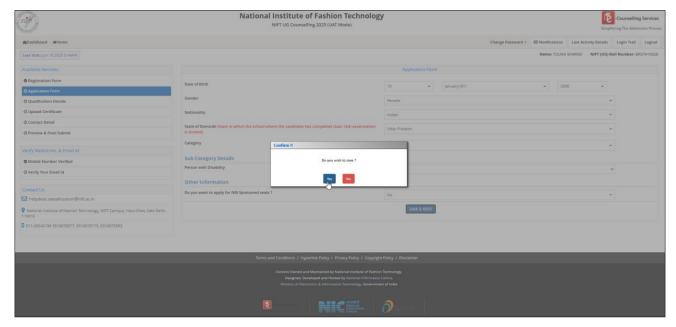


f. After successful registration the candidate must fill the detailed application form to complete the registration process.

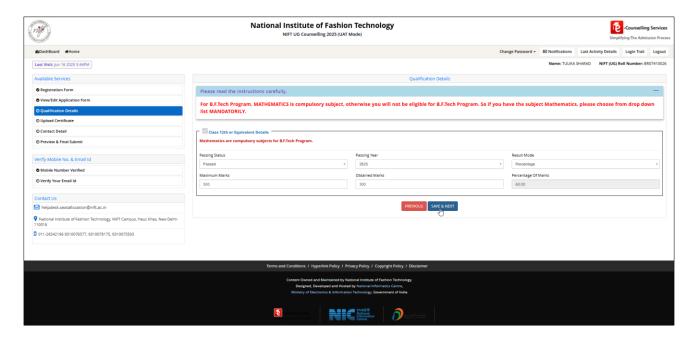


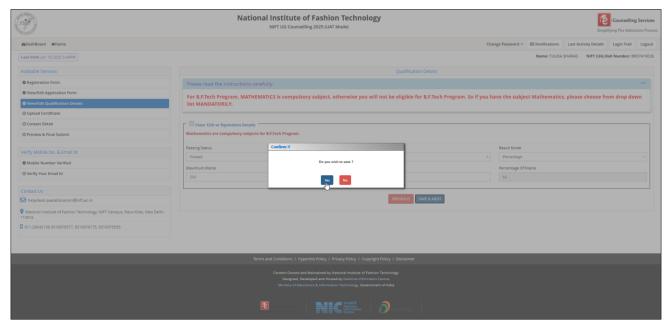
g. Navigate to application form and fill in the required details, click on save and next to proceed forward.





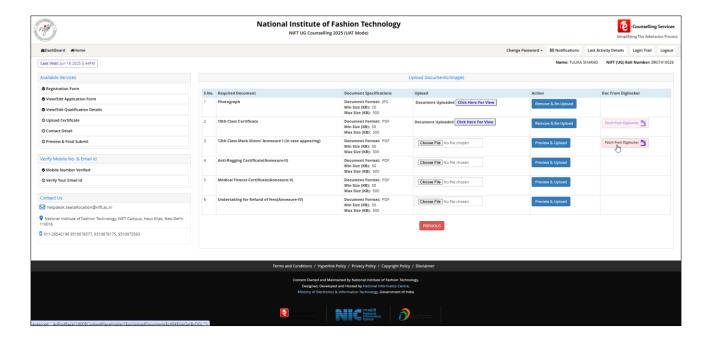
h. Under the available services, click on qualification details and enter the class 12<sup>th</sup> or equivalent details.



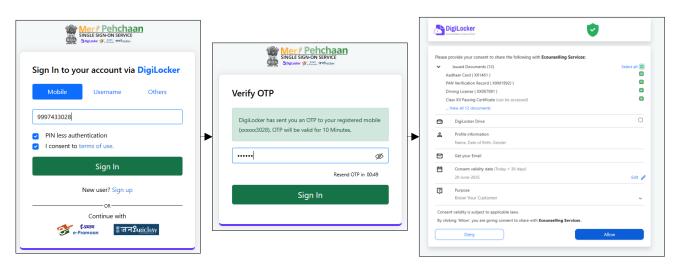


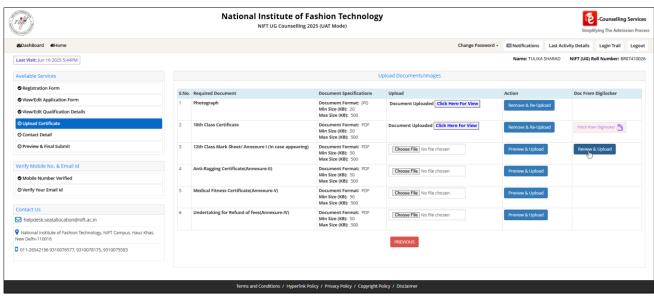
i. Click on upload certificate and add all the supporting documents.

Please note that the candidate can retrieve documents from DigiLocker after providing self-consent successfully.



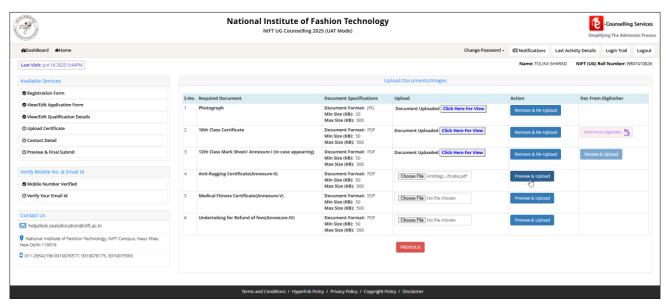
j. The candidate will be required to enter the registered mobile no. and OTP for verification.



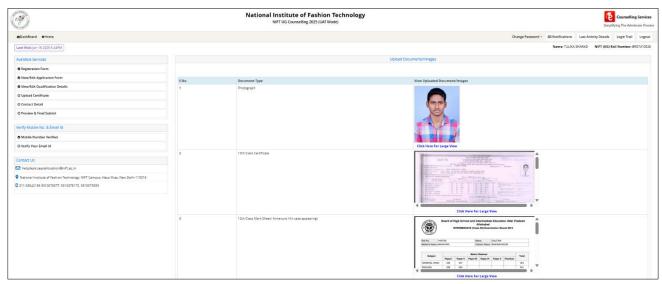


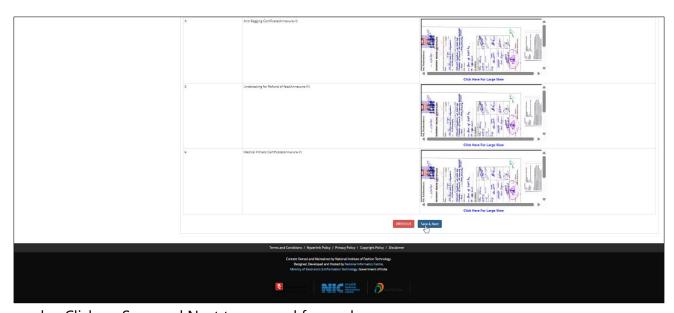
k. Candidate may click on Preview and Upload option to review the documents.





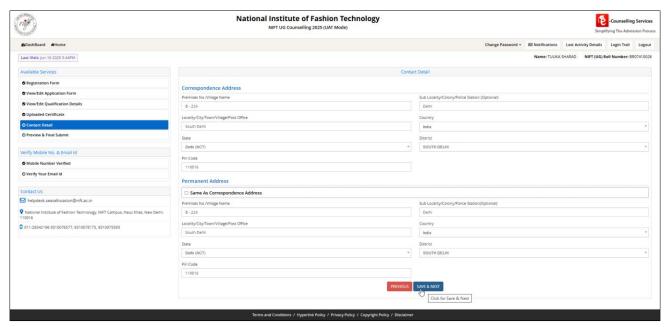




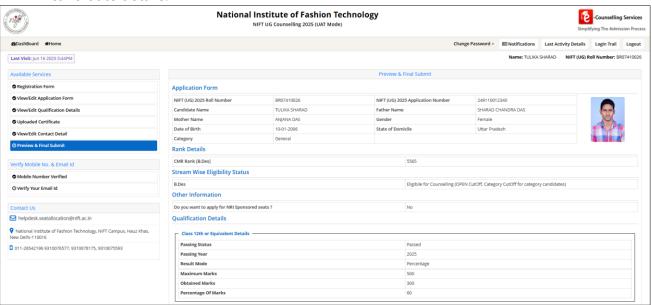


I. Click on Save and Next to proceed forward.

m. Click on contact details and add the correspondence address and permanent address.

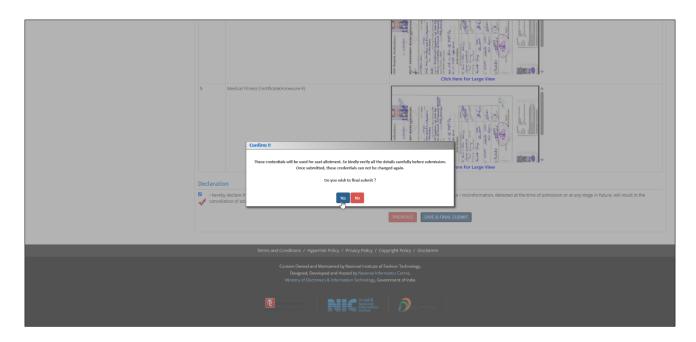


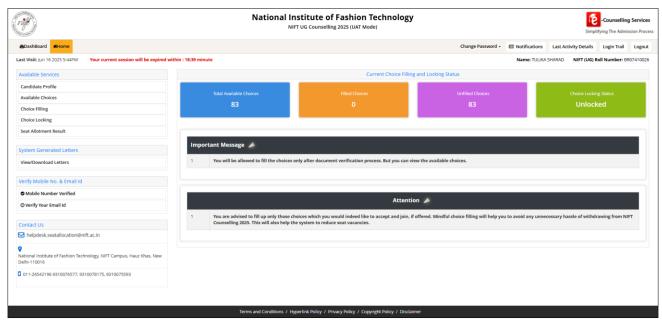
n. Click on Preview and Final Submit option under the available services panel, to review the candidate details.



o. Click on Save and Final Submit to complete the Application form filling process.



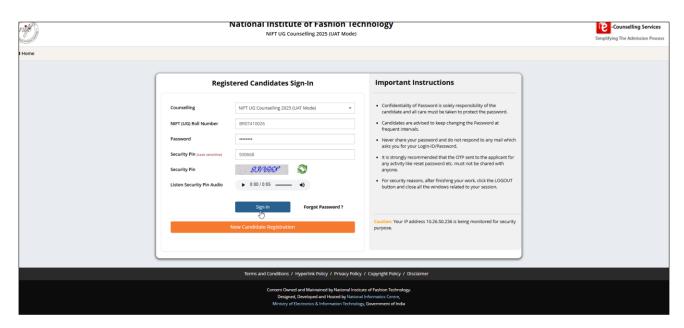




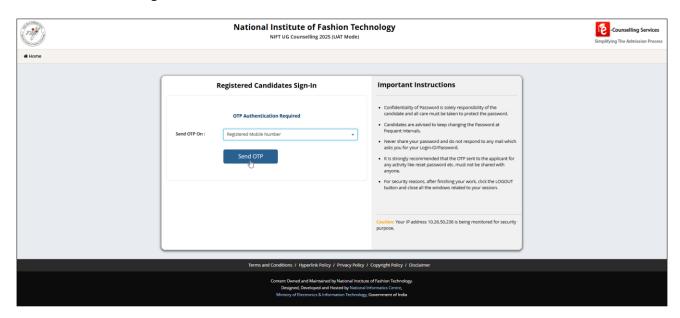
# 2. Choice Filling

## **Step-by-Step Procedure for Choice Filing**

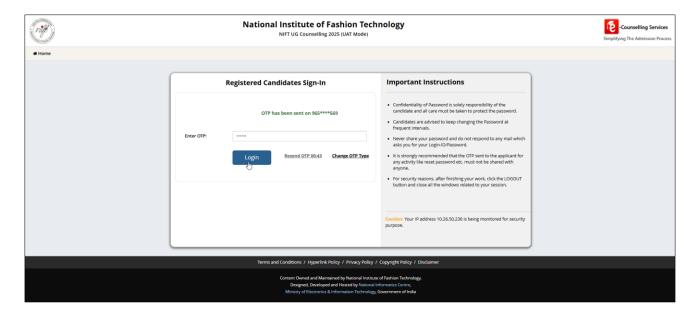
a. Login to the portal and enter the requested information for choice filling process.



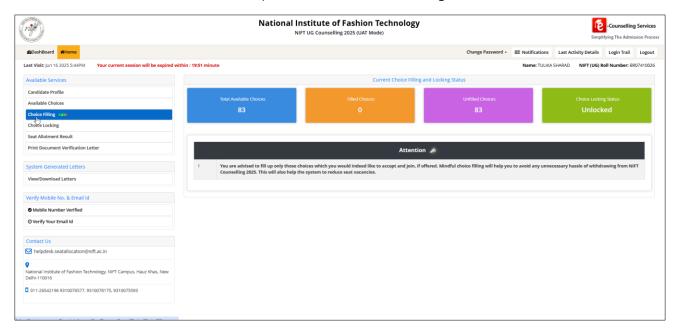
b. Enter the registered mobile no. and click on sent OTP for OTL authentication.



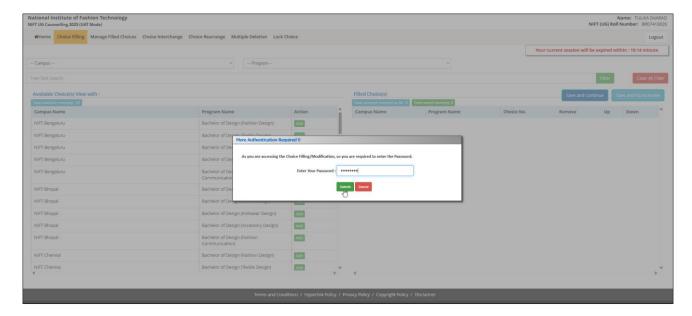
c. Enter the OTP and click on login to proceed further.



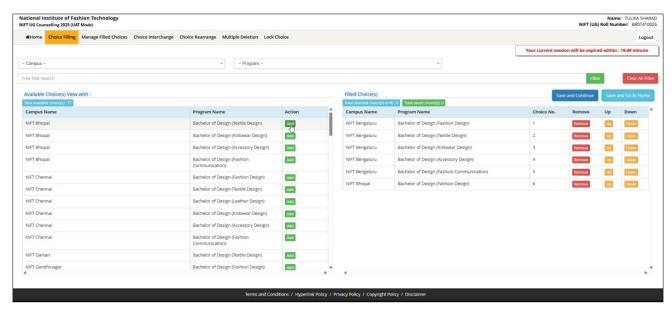
d. Under the available services panel, click on choice filling.



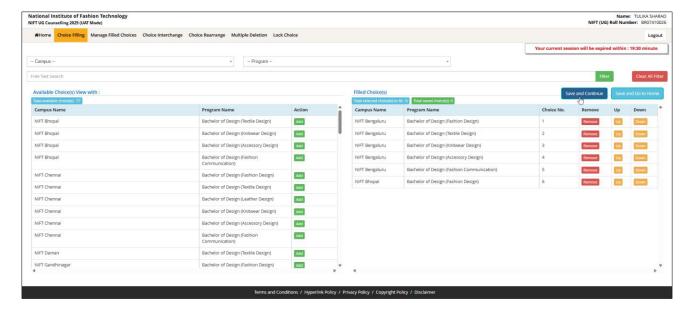
e. The candidate will be required to enter the password to proceed with the choice filling procedure.



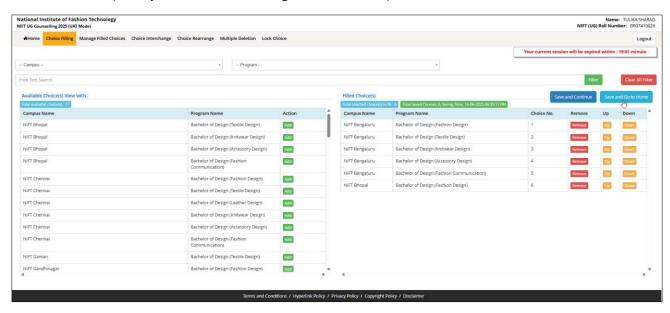
f. Enter the campus name and correspondent program name and click on Add.



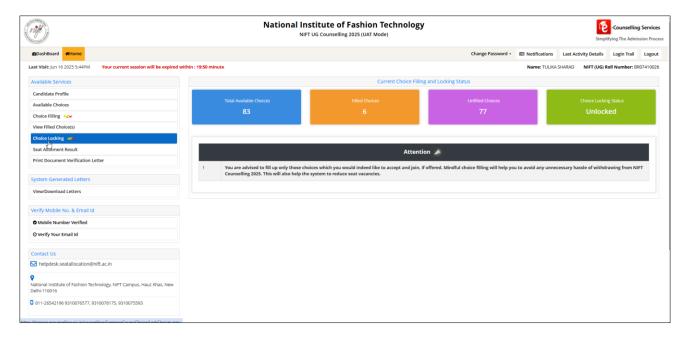
g. Post entering all the choices, click on save and continue.



h. Subsequently click on save and go to home, to proceed forward.

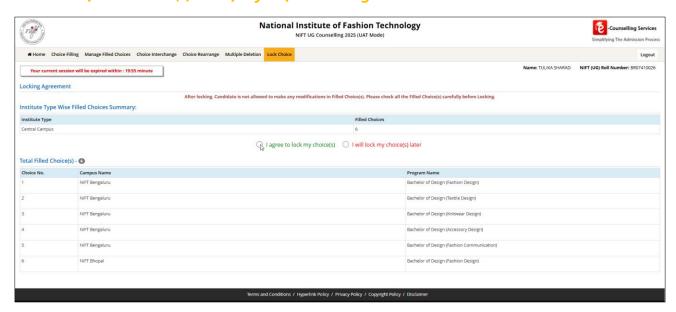


- i. Post successfully filling the choices, the candidate is required to lock the choices.
- j. Click on choice locking under the available services panel.

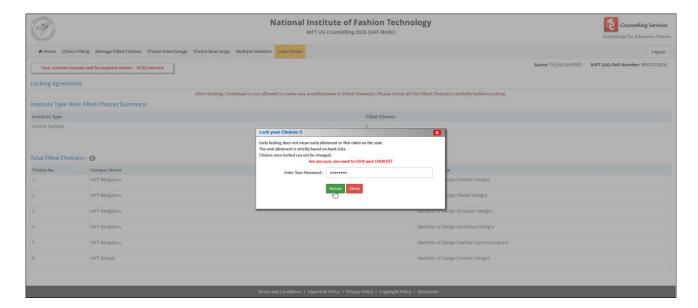


k. Click on I agree to lock my choice(s).

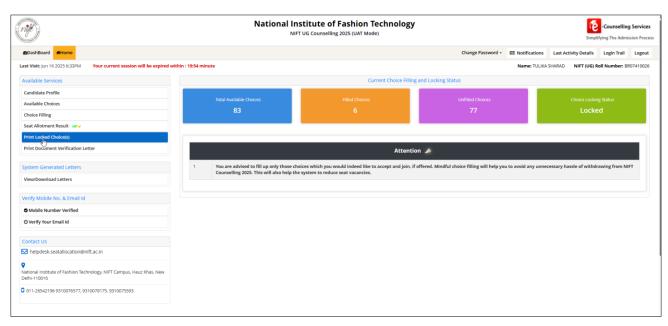
Please note that after locking, candidate is not allowed to make any modifications in filled choice(s). carefully before locking.

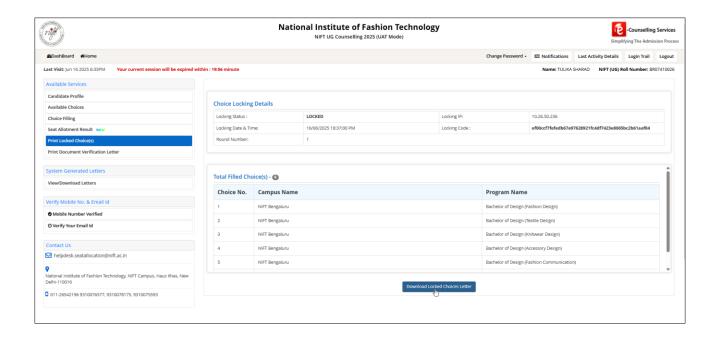


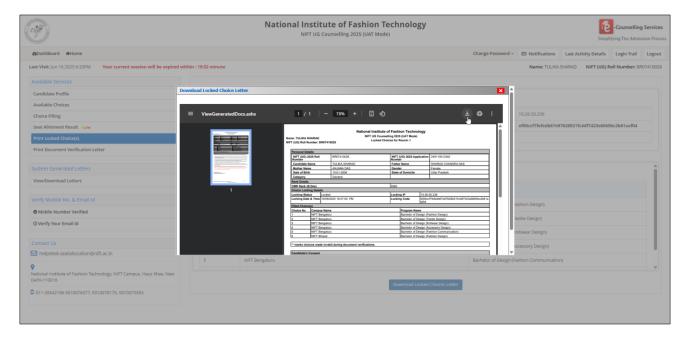
I. Enter the password and click on Yes, lock to proceed forward.



m. Candidate has the option to print the locked choice(s) letter. Follow the steps below to download the locked choice(s) letter.







n. Click on print document verification letter under the available services panel to download the document verification letter.

