

## HOW TO APPLY

### Important Guidelines for filling Ph.D. Application

Please read the instructions given in the Admission Brochure regarding various Courses of IGDTUW carefully before filling up the application form.

**STEP 1:** Kindly ensure that the following documents are ready before filling the online application form:

*Note: Image (Photo & Signature) size limit is 500KB and other documents must be uploaded in PDF with size limit of 2MB for each.*

<b>ESSENTIAL- Documents need to be uploaded on IGDTUW Admission Portal</b>	
1	Date of Birth Certificate or the High School (class X) Certificate with Date of Birth( <b>in single PDF</b> )
2	Class XII or equivalent marksheet. ( <b>in single PDF</b> )
3	Consolidated Marksheet (for Graduation Degree) ( <b>scanned both sides in single PDF</b> ) <b>OR</b> Marksheets of all the years/semesters for Graduation Degree, for result awaited candidates ( <b>scanned both sides in single PDF</b> )
4	Consolidated Marksheet for Post-Graduation Degree ( <b>If applicable</b> ) ( <b>scanned both sides in single PDF</b> ) <b>OR</b> Marksheets of all the years/semesters for Post-Graduation Degree ( <b>If applicable</b> ), for result awaited candidates ( <b>scanned both sides in single PDF</b> )
5	GATE score card /JRF / NET CERTIFICATE (PDF) (if applicable)
6	Certificate/s for Reserved Category's applicable for SC/ST/OBC-NCL /KM/ PD / CW/EWS. ( <b>If applicable</b> ) Candidates belonging to OBC-Non-Creamy Layer & EWS will be required to submit the Certificate issued on or later than 1st April 2023 (PDF)
7	ID. proof Aadhar Card/Driving License/Voter ID/Pan Card ( <b>in single PDF</b> )
8	Work Experience Certificate for Part-Time Applicants ( <b>in single PDF</b> )
9	No Objection Certificate (NOC) from the current employer (PDF) <b>(Only for Part-Time Ph.D. Applicants)</b>
10	Scanned coloured photograph ( <b>only in JPEG, PNG</b> )
11	Digital/scanned copy of signature ( <b>only in JPEG, PNG</b> )
12	Proof of CGPA conversion to Percentage (PDF) (if applicable)

<b>NON-ESSENTIAL- Documents may need to be uploaded on IGDTUW Admission Portal</b>	
1.	An Affidavit in case of change of name after marriage. (PDF) (if applicable)

### Step 2 :

Candidates must follow the following steps for filling online application through admission portal on University website : [www.igdtuw.ac.in](http://www.igdtuw.ac.in)

### **STAGE-I: Personal Details**

- Enter the correct credentials for Personal Details (Name, DOB & Email ID etc.), Reservation Category (if applicable), and Correspondence/Permanent Address while registering to the IGDTUW PG Admission portal.
- The site does not offer automatic saving of the data. The data on a page gets saved once you click on the "Save & Next" or "Save as Draft" button provided in every page.

### **STAGE-II: Course Details**

- Select Department/Course in which you need to apply and proceed with the form of that course
- In case you want to apply in more than one course then you need to submit a separate **application for each course and pay separate application fee additionally.**

### **STAGE-III: Academic Details**

- Please fill "Qualifying Degree Details" as per eligibility criteria of the course you are applying for.
- You may fill "Qualifying Test Details" (GATE/CET/ CSIR or UGC-NET/CSIR or UGC-NET-JRF etc.) if it is applicable on you.
- Please fill "Previous Education Details" with details of marks at secondary and higher secondary level.

### **STAGE-IV: Experience Details (if applicable)**

- Please give details of Designation, Roles & Responsibilities and Duration of Work Experience.
- In case you want to add details of more previous records for employment indicating multiple employers, you need to click on the "+" button shown on the page.

### **STAGE-V: Document Upload Details**

- Refer to the Section "Documents need to be uploaded on IGDTUW Admission Portal" given in Admission Brochure. Please ensure the documents enlisted there are ready before filling the online application form.
- Photo & Signature must be uploaded in JPEG / PNG formats with size limit up to 500 KB. Other relevant documents must be uploaded in PDF with size limit up to 2 MB for each.

### **STAGE-VI: Online Application Fee Payment**

- After successfully completing STAGE-I to STAGE-V, the candidate needs to pay the fees online. Applications without the payment will be rejected. The bank charges if any will have to be borne by the candidate.
- A print button is provided to save a PDF copy of the application form. After making the payment, please make sure that the "Payment Status" is complete.
- Save the PDF copy of complete application form with you for future reference/communications. Candidate need not send the hard copy or print out of the application form to University.