

Procedure for Online Registration for Admission to Stream 2 for the year (First examination for these learners will be held in Oct./Nov. 2018)

Visit the NIOS website nios.ac.in or the Student portal of NIOS sdmis.nios.ac.in and read the instructions carefully about the below topics:

- How to Register for Admission
 - Eligibility criteria
 - Date of Examination
 - Admission Fee details
 - Documents required
- ❖ The learner has to be ready with the scanned copy/soft copy (jpg, jpeg files) of the below documents which will be required to be uploaded while registering for the Admission to Secondary and Senior Secondary courses:
- Recent Passport size color Photograph
 - Signature (preferably in Black Ink)
 - Valid identity proof (like Aadhaar Card or Passport or Ration card etc.)
 - Valid proof of Date of Birth (like Aadhaar Card with date of birth printed on it in the dd/mm/yyyy format, Birth Certificate etc.)
 - A valid proof of Residence (like Aadhaar Card with complete address printed on it, valid Passport/Water Bill/Electricity Bill/Voter ID/Ration Card/Indian Passport/Statement of Operational Bank Account/Appointment Letter from the Employer on Printed Letter Head, if living in rented accommodation – copy of any proof of permanent address along with present Rented Agreement)
 - Class 8th marksheet or Self Certificate (in case of secondary course). Class 10th marksheet (in case of senior secondary course)
 - Social Category/Caste Certificate (in case the learner belongs to SC/ST/OBC social category).
 - Ex-serviceman Certificate (in case he/she is an Ex-serviceman)
 - Disability Certificate (in case he/she is having any kind of disability)
 - Fail marksheet of previous Board, failing which Transfer of Credit (ToC) marks will not be updated in NIOS result. If ToC Board marked with (*Other) is selected then the Result should be available on the concerned Board Website else Learner has to submit result verification letter from concerned Board as per NIOS norms

Given below are the steps to be followed to fill the Application form online:

- ❖ After reading the instructions click on the "Register" button in the Stream 2 section. This will display some other important instructions and a declaration. Read the instructions/declaration and then click on Proceed. The learner can click on Cancel button if he/she does not want to continue the process.
- ❖ Select the State/UT to which the learner belongs to.

- ❖ Select the Identity type through which the learner intends to validate his/her identity. The learner can select any one out of the given list of Identity types like Aadhaar Number, Aadhaar Enrolment ID (allotted to those who have enrolled for Aadhaar Number but not yet received the Aadhaar Number), Passport Number, Ration Card Number, Bank Account Number, Date of Birth Certificate or any other valid Identity type etc.)
- ❖ Type the Identity document number. This number will be validated. The learner will also need to upload the scanned copy of the selected Identity document.
- ❖ Select the Course (Secondary or Senior Secondary) for which the learner intends to take admission.
- ❖ Authenticating the Aadhaar Number is a complete process in itself. The Aadhaar number provided by you along with Name (as printed on Aadhaar Card) and Gender (as printed on Aadhaar Card) will be validated from the Aadhaar issuing Authority (Unique Identification Authority of India - UIDAI). If any information (Aadhaar number, name and Gender) given in the Registration process does not match with Aadhaar Card then the Authentication process will fail and the learner will not be allowed to continue to fill the admission form.
- ❖ Only after the successful Demographic Authentication of Aadhaar data, the learner will be redirected to the Admission Form starting with the Basic details.
- ❖ The Application form for Admission is divided into Sections namely Basic Details, Optional Details, Subjects selection and Study Centre selection.
- ❖ Fill in the Name of the applicant seeking admission in NIOS, Father's Name and Mother's Name, Date of Birth, Gender, Aadhaar Number, a valid Mobile Number and a valid email address.
- ❖ Click on Generate OTP button to get One Time Password (OTP) on the mobile number and email address for authenticating both modes of communication.
- ❖ NOTE: One email address can be used only once and one mobile number and one address can be used for registration of maximum three learners.
- ❖ After successful authentication of the mobile number and email address, the learner will be allowed to fill other details like permanent Address and Postal address, details about Social Category/caste, medium of study etc.
- ❖ The learner will have to upload the required documents in this section.
- ❖ **NOTE: The learner is not required to send/submit the hard copy of the form and the documents but it is mandatory to upload the required documents online. If required by NIOS management or if any other discrepancy is found in the submitted online application form/documents, the learner shall be required to submit the printed application form along with the documents and photograph. This requirement will be communicated to him/her through email and SMS.**
- ❖ After filling the details and uploading the documents, click on the NEXT button to continue.
- ❖ **NOTE: At this point of time, a user name and password will be created for the learner and the details will be sent to the authenticated email address which was mentioned in the**

basic details of the learner. This email will also contain the instructions for further processing. Keep the user credentials (user name and password) safe.

- ❖ In the next section, fill in the optional details like family income, qualification of father and mother etc.
- ❖ In case the learner is registering for Senior Secondary course then he/she needs to fill the details of his/her previous qualification (Class 10th).
- ❖ Select the name of the Board, Roll Number and the Year in which you appeared in the last examination
- ❖ Select the subjects studied in the Board. For every selected subject, specify the marks obtained in theory and practical exams.
- ❖ Select the subjects which you want to study in NIOS and also specify the subjects for which you want to take Transfer of Credit (ToC). Selection of the subjects for ToC will be as per the NIOS norms.
- ❖ On the next section, select the Study Centre. The learner can select maximum 3 preferences. Study Centre will be available on the basis of State and District selected by him/her. The Study Centre will be allocated by the automated system based on the availability of the seats in the Study Centre. The Study Centre will be available for selection on the basis of the combination of various selections made by the learner like Course, Medium, and Gender etc.
- ❖ After filling in the details and after uploading the required documents, review the entire form including Fee Details in the REVIEW SECTION. In case, the learner wants to change any of the information filled by him/her then he/she can click on the EDIT button/icon of each section. After changing the information the learner has to again click on NEXT button to reach the Review section.
- ❖ If all the information, given by the learner in the registration process is okay, then the learner can continue to make online payment by selecting the available Payment Gateways like IDBI, UBI, ICICI Bank etc. CSC wallet can be used by CSC Village Level Entrepreneur (VLE) for making admission fee payment online.
- ❖ **NOTE: Kindly note that the fee (including Admission Fee and Examination Fee) payment is to be made online only. No Bank Draft/Demand Draft/Cash/Cheque or any other mode of fee payment is acceptable. All CSC and NIOS AIs (Study Centres) are authorized for facilitating the learners to take admission online. There are no other Agencies/Cybercafe/any other institutions recognized by NIOS for doing Online Admission.**
- ❖ After successful transaction, the learner will receive the Fee (including Admission Fee and Examination Fee) Payment Receipt in the learner's registered email and also through SMS on his/her registered mobile number.
- ❖ After the successful transaction, a Reference Number will be generated which can be used for communicating with NIOS until your admission is confirmed. Once the payment is done successfully, the learner will be allowed to see the dashboard in his/her login.

- ❖ After successful verification of the documents, fee and the information submitted by the learner while registration, his/her admission will be confirmed and an Enrolment Number will be generated. Appropriate communication will be sent to the learner through email and SMS after the admission is confirmed by NIOS management.
- ❖ If the transaction fails then the learner has to make the transaction again.
- ❖ The learner can make the payment later by logging into the Student Portal of NIOS (sdmis.nios.ac.in) using the user name and password sent to his/her registered email.
- ❖ The dashboard in the learner's login will provide the feature to manage all the student related activities like Printing the Application Form, Printing the Fee Payment Receipt and Printing the Identity Card/ID Card, registering for exams, examination fee payment and other e-services.

The learner is suggested to furnish correct and authentic information and should upload valid, authentic and relevant photo/documents in the respective sections in the application form. No changes shall be permitted in the application form after the payment is done. Furnishing incomplete/wrong information or uploading irrelevant photo/documents will make NIOS liable to cancel the registration/admission at any point of time.

For queries regarding online admission, the learner can always send an e-mail to sap.nios@gmail.com or sap@nios.ac.in