STEPS TO APPLY ONLINE

- Before filling up the application form, the candidate should have scanned images of his/her Colored photograph, Full signatureOther documents (If applicable).
- These scanned images are to be uploaded during the submission of application form.
- The photograph should be without cap or sunglasses. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are likely to be rejected.
- **Method of Submission of Application Form:**
  - The candidate has to visit website https://eadmission.cipet.gov.in/
  - Then he/she has to go to the link "CIPET announces Admission of Diploma Program through Computer Based Test (CBT) JEE 2019-20".
  - The candidate/parent has to read carefully the information brochure and instructions to fill the online Application Form for CIPET JEE 2019-20 available on the web page.
  - Once the candidate clicks "CIPET announces Admission of Diploma Program through Computer Based Test (CBT) JEE 2019-20", the process of filling up of Application Form starts.

STEP-I: (Registration)

- By Clicking on Registration, a registration Form will display.
- Candidate has to fill up all the fields like Name, Date of Birth, Mobile Number, email id carefully, as once registered it cannot be edited.
- Then click on "Register Now". A confirmation message will display on the screen about the successful registration and same also will be sent to candidate's corresponding email Id.
- Please remember your mobile number is your effective userid and your date of birth is your effective password for login.
- Candidate registration is complete now.

STEP-2: (Log In)

- Then the candidate has to click on " Login " button for filling up details.
- Enter your registered Mobile Number, Date of Birth in the field provided. After Login a screen will appear which displays all thefour program details.

STEP-3: (Apply)

- Choose the correct course among the four available options. You are allowed to register in one application format a time. Click on the program which you wish to apply for.
- Note: A candidate can apply for multiple courses as per his/ her eligibility. However, he has to choose another program from the choice of programs available, to apply for the same and pay separately for each application.
- For example:- If you are interested for"Diploma in Plastics Mould Technology", then you have to click on it and then click on "ApplyNow" button.
- A detailed application form will appear, and you have to fill up all the mandatory fields given there.
- Before filling up, you have to check whether your choice of program is displaying in the first row of the application or not.
- Then he/she has to fill up all details like Personal details, Parents/Guardian details, Communication Address , Permanent address, Academic Details etc.
- Finally the candidate has to give a declaration to complete the application form. Click on "Save&Next" button to go to the next part of the application form.

STEP-4: (Document uploads)

- Candidate has to upload his/herself passport size colourphoto (File-Type:jpg,jpeg,png,) and self signature (File-Type:jpg,jpeg,png,).
- The photograph should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are liable to be rejected.
- Preview the uploaded documents and check whether it is correctly uploaded or not.
- Then click on "Save&Next"button to go for next part of the application form that is Payment.

STEP-5: (Application fee and Payment)

Sl. No.	Category	Application Fee (Rs.) Per Candidate Per Course
1	General / OBC /Others	750/-
*2	SC/ST	300/-
*3	North Eastern Region	100/-
4	Candidates from Foreign Nationals	US $ 50

**Bank Transaction charges in case of Online Transactions is applicable

*The candidate claiming for application fee concession shall have to submit an attested copy of caste certificate in case of SC/ST and residential proof certificate issued by competent authority in case of North Eastern Region candidates. If the candidate fail to submit the above certificates is eligible to apply in the general category with the required fees.

Application fee payment could be made in the following two ways:

Online
- Click on "Proceed for Online Payment" shown in the screen.
- Please select the payment gateway provider and click "PayNow" to proceed for online payment. You can pay the amount using debit card/netbanking/credit card.
- After successful submission of fee, the candidate can take printout of Confirmation Page then and there itself or later on anytime by logging into his/her account.

Offline
- Click on "Challan" to continue for offline payment.
- Please Note: The candidate needs to deposit the application fee in any bank in the account mentioned below in a challan.
- After completion of offline payment and consequent confirmation of your payment by CIPET, you will be notified in due course to download the application form.

Bank Name : STATE BANK OF INDIA
Branch Name : CHENNAI, COMMERCIAL BRANCH GUINDY (04327), CHENNAI
Name of Payee: CIPETTRAINING
Bank Account No.:33003659524
IFSC Code :SBIN0004327

STEP 6: (Print Confirmation Page)

- Once the payment is confirmed, the candidate can take printout of Confirmation Page anytime by logging into his/her account.
- **Note:**Please note that the applicant's name, parent's name(s), and date of birth should exactly be the same as mentioned in the High School or his/her first Board certificate. Any deviations, whenever discovered, may lead to cancellation of the applicant's candidature.
- The candidate's application form must be completed in all aspects before submitting the online application form. Incomplete application will summarily be rejected without any notice.
- Options filled by the candidate in the application form cannot be changed at a later stage under any circumstances.