

INSTRUCTIONS & TERMS & CONDITIONS FOR FILLING UP THE ON LINE APPLICATION FORM

1. Online Admission details are available on the University websites: <https://www.citcoorg.edu.in/>
2. Applicants willing to apply online for admission to various courses of Coorg Institute of Technology are required to first register online and read the guidelines below carefully.
3. Download the instructions, read them carefully and save them for ready reference. Follow the guidelines during online filling of the application form. Click on " **I have read the Instructions**" button to proceed further.
4. On the landing Page (the webpage which opens after you click on the Admission link (< Link>), please click on "**Applicant Login**" button.
5. New Applicants should click on the blue button indicating "**New Applicant? Create a New Account**".
6. Password of the candidate will have to be entered by the candidate as per the following rules:
 - a. Password should be minimum 6 characters and maximum 13 characters.
 - b. There should be at least one UPPER CASE character.
 - c. There should be at least one LOWER CASE character.
 - d. There should be at least one NUMBER
 - e. There should be at least one SPECIAL CHARACTER (!;@;#;\$:%)
 - f. Example of Password: "Shukla@2020"
7. For submission of the form, filling up of "**Captcha**" is a must.
8. After filling up the form and clicking on the "Register" button, the candidate will receive an email with all the credentials for login:
 - a. User Name, which will be also the Application Number
 - b. Password, and
 - c. OTP
9. The candidate will be taken to the OTP Page where the Candidate will have to enter the OTP. After entering OTP, the candidate will be taken to the main Application Form.
10. Please remember your **APPLICATION NUMBER & PASSWORD**. These will be required for logging in to the Application Portal. If you forget the Application Number & Password, click on "**Forget Password**". The candidates are instructed to remember the phone no and email id used at the time of online registration.
11. Before filling up the form, it is suggested to the applicants that they should scan clearly the following documents (for uploading later) as per the size given below:
 - a. Candidate's Passport-size photograph – Size Max 50 Kb
 - b. Candidate's Signature – Size Max 30 Kb

- c. Copies of other Testimonials – Size Max 100 Kb each
12. In the 'mandatory upload' section, the applicant has to upload the following clearly readable documents:
- a. Passport-size photograph of the applicant.
 - b. Scanned signature of the applicant.
 - c. Scanned copy of both sides of all original testimonials (Mark sheet/ Caste Certificate/Gap Certificate/NOC from Employer, etc.) **(Candidates are advised to scan the Original Testimonials for uploading. Scanned copies of photocopied documents should not be uploaded).**
13. Please note that it is not compulsory to fill up the entire Application at one go. The application can be saved in the draft mode by clicking on "**Save As Draft**" button. Doing so will allow the information already entered to be saved. Applicants can save the forms in draft mode and can log in again for completing and submitting it.
14. All (*) marked field on the application form are compulsory. The compulsory information will have to be given before Final Submission.
15. Applicants shall choose the Course in which she/he wishes to apply, based on the eligibility. The applicants are advised to check the eligibility criteria of the Courses before making a choice.
16. User/Applicant can change or edit information in the Application as long as the Application is not submitted. Once the application is submitted, the applicant cannot change or edit or modify the information. For any correction in the application form, the applicant will have to visit the University. **Therefore, candidates are advised to fill up and check the application form carefully before final submission.**
17. Only Paid Applications will be accepted for further processing after verification by university.
18. Applicants are requested to verify carefully the payment information before making payment. The University will not be responsible for any wrong payment made by the applicant.
19. **Application Fee (if any) once paid is non-refundable.**
20. Applicants will be provisionally registered for admission, subject to the eligibility criteria and verification of Certificates, mark sheets and other credentials.
21. Applicants shall take the printout of the admission form and keep it with them for future reference.
22. The applicant will be solely responsible for providing correct and relevant information in the application form. In case of any discrepancy found during verification or at any later stage, the application will be rejected by the University/College and the admission of the applicant will be cancelled. Furnishing of incorrect information/suppression of information may lead to legal action against the applicant.