

# SOP for Students for Enrollment Form Filling

- 1 URL - <https://ses.niauniapps.in>



- 2 Candidate Credentials to register

Username \*  → Only lower case alphabets & digits allowed.

E-mail \*  → FOR VERIFICATION BY CODE

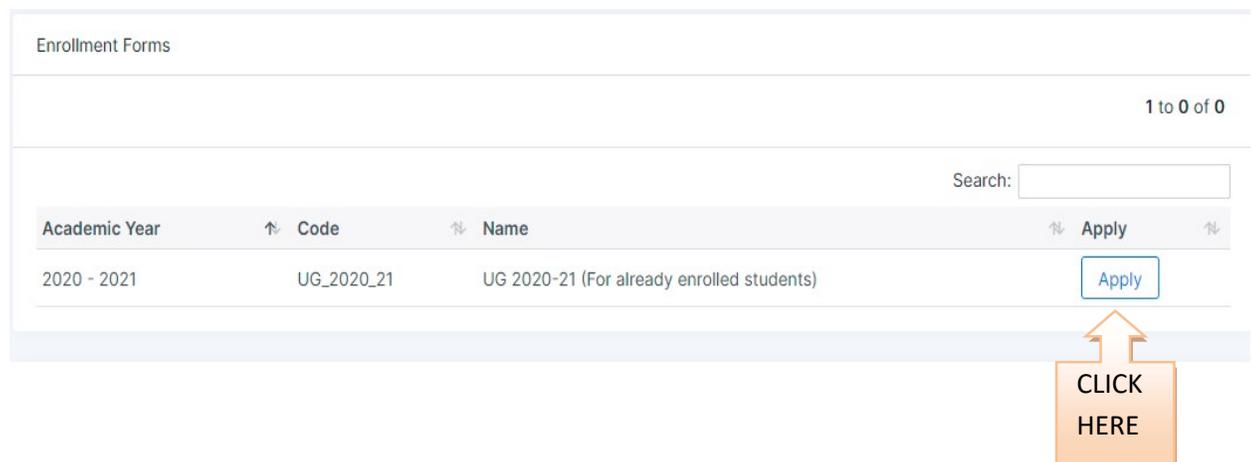
Password \*  → PRESERVE FOR LOGIN

- 3 VERIFICATION TO LOGIN.

E-mail Verification Code \*  ← 4 DIGIT CODE RECEIVED IN EMAIL, CLICK ON VERIFY

Please check your e-mail and enter the verification code to continue.

- 4 4.1 Create New Application



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## 4.2 Edit\* Application

Enrollment Forms

1 to 0 of 0

Search:

Academic Year	Code	Name	Apply
2020 - 2021	UG_2020_21	UG 2020-21 (For already enrolled students)	<input type="button" value="Apply"/>

Applications

1 to 0 of 0

Search:

Created On	Application Number	Application State	Application Step	View
2022/01/27 12:17:21	1643266041801304	Correction	Download / New	<a href="#">View</a>

\* IF the application is in correction stage → click on view



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### STEP 1 – Student details → CREDENTIALS FILLED BY CANDIDATE

Application No.: ██████████ / UG 2020-21 (For already enrolled students)

[1. Student Details](#) [2. Guardian Details](#) [3. Documents](#) [4. Download](#) 

Student's Full Name \*

Gender \*

Date of Birth \*   
YYYY-MM-DD e.g.: 2021-03-23

Student's Mobile \*

CLICK for NEXT STEP



## SOP for Students for Enrollment Form Filling

### 6 STEP 2 – Guardian details → CREDENTIALS FILLED BY CANDIDATE

Application No.: 1 [REDACTED] / UG 2020-21 (For already enrolled students)

1. Student Details 2. Guardian Details 3. Documents 4. Download 

Father's Name \*

Father's Mobile \*

Mother's Name \*

Mother's Mobile \*

Guardian's Name \*

Guardian's Mobile \*

Guardian's Address \*

### 7 STEP 3 - Documents - TO BE UPLOAD BY CANDIDATE

- Photo and sign –.jpg format (should be less than 1MB in size)
- Other relevant documents – .pdf format (should be less than 3 MB per document.)
- (Please keep scanned copies of relevant documents ready for upload)

After successful upload of all required documents, the application will be submitted.

### 8 STEP 4 - Application Review

Application No.: 1 [REDACTED] / UG 2020-21 (For already enrolled students)

1. Student Details 2. Guardian Details 3. Documents 4. Download 

Download Application \*

9 The application will be verified by the institute authority.

- All fields have to be verified by the institute authority.
- If any field in the application has any discrepancy/corrections, the same will be moved to “correction”.
- The Candidate will receive an email about this on the registered mail id.
- The Candidate has to login and make corrections as mentioned by Approving staff and submit the application.

The staff has to re-verify the form/application and if found correct in all aspects, will be approved.