

# Applicant Portal Steps : M.Sc. (Digital Society) at IIT-B

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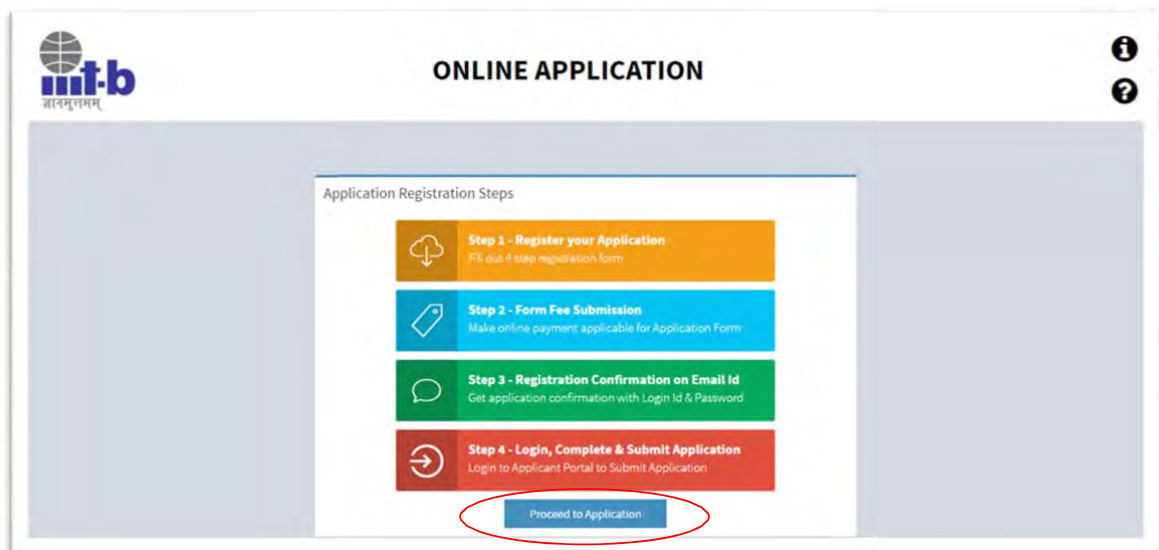
**(Updated 15<sup>th</sup> March 2017)**

## Step 1:

1.

1.1 Go to URL- <https://iiitb.in/applynow> that opens the screen as shown below.

1.2 Click on 'Proceed to Application'



## Step 2:

2. Applicant Details: Clicking on 'Proceed to Application' will open a registration form (as shown below) that requires the applicant's basic details.

**ONLINE APPLICATION**

Step 1 APPLICANT DETAILS | Step 2 CONTACT DETAILS | Step 3 SELECT PROGRAM | Step 4 CHECKOUT PROCESS

APPLICANT DETAILS

Salutation \*

First Name \*

Last Name \*

Father's Name \*

Mother's Name \*

Date of Birth \*  DD  MM  YYYY

Gender \*  Male  Female

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2.1 Contact Details: Fill the Applicant details in the above form and Click on 'Next' button. That will redirect applicant to another screen that will capture Contact details.

**ONLINE APPLICATION**

Step 1 APPLICANT DETAILS | Step 2 CONTACT DETAILS | Step 3 SELECT PROGRAM | Step 4 CHECKOUT PROCESS

CONTACT DETAILS

Email ID \*

Mobile Number \*

Address \*

Country \*

Country Region \*

City \*

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2.2 Program Details: Fill the details in the above form and Click on 'Next' button that will redirect applicant to another screen that will capture Program/Degree details.

**Note: Applicants for M.Sc. (Digital Society) should select the batch as '2017-19'**

**ONLINE APPLICATION**

Step 1: APPLICANT DETAILS | Step 2: CONTACT DETAILS | **Step 3: SELECT PROGRAM** | Step 4: CHECKOUT PROCESS

**SELECT PROGRAM**

Campus \*  
 Program Group \*  
 Program \*  
 Batch \*  
 Seat Type \*

Fees

Previous Next

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2.3 Checkout Process: Fill the details in the above form and Click on 'Next' button that will redirect applicant to another screen that will redirect to checkout process. Below is the screenshot for the same.

**ONLINE APPLICATION**

Step 1: APPLICANT DETAILS | Step 2: CONTACT DETAILS | Step 3: SELECT PROGRAM | **Step 4: CHECKOUT PROCESS**

**CHECKOUT PROCESS**

**Personal Information**

Name : Mr. Ramesh Singh  
 Date of Birth : 20-01-1995  
 Email : shashank.joshi@serosoft.in  
 Father's Name : Suresh Singh  
 Gender : MALE  
 Mobile No : 9669007096  
 Mother's Name : Mamta Singh

**Contact Information**

Address : Indore Karnataka INDIA

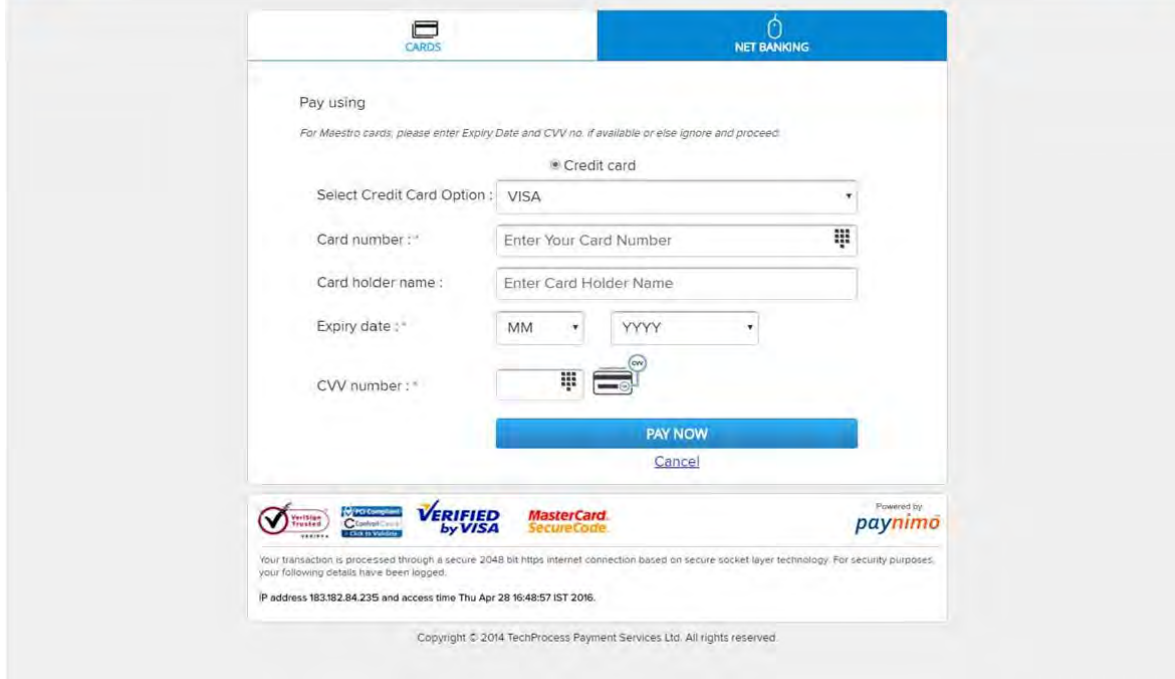
**Program Information**

Campus : International Institute of Information Technology  
 Batch : 2016TERM2  
 Amount : 1300  
 Program Group : Under Graduate  
 Program : Exchange  
 Seat Type : General

Pay Now

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2.4 Click on 'Pay Now' button that will redirect to HDFC Payment Gateway. Applicants are required to pay Rs. 1000 and this can be done via Netbanking or via Card.



Pay using

*For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.*

Credit card

Select Credit Card Option : VISA

Card number : \* Enter Your Card Number

Card holder name : Enter Card Holder Name

Expiry date : \* MM YYYY

CVV number : \*

**PAY NOW**

[Cancel](#)

Powered by **paynimo**

Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.  
IP address 183.182.84.235 and access time Thu Apr 28 16:48:57 IST 2016.

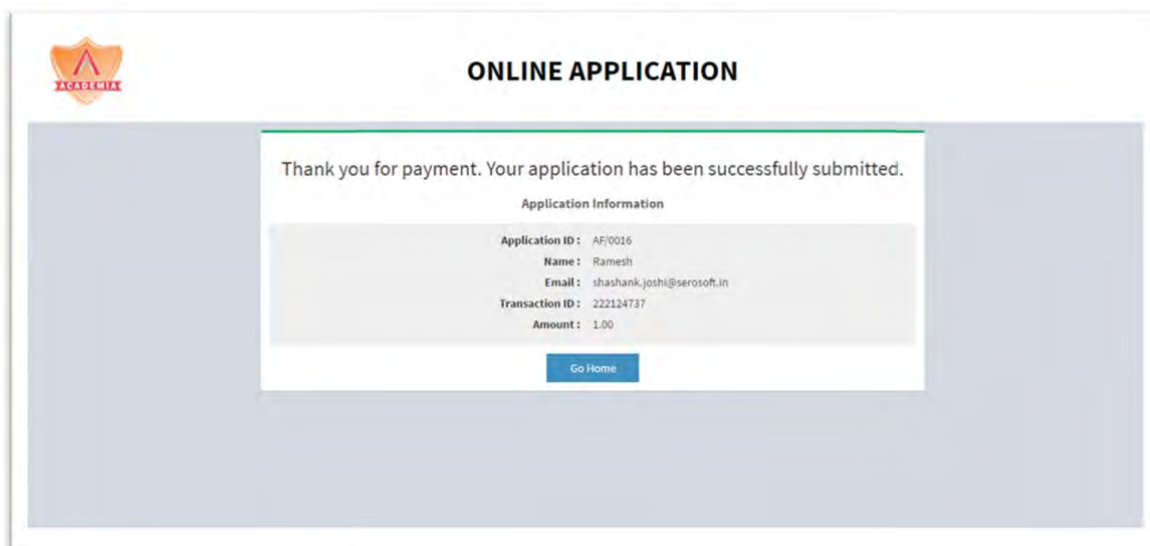
Copyright © 2014 TechProcess Payment Services Ltd. All rights reserved.

2.4(a) Select the card option VISA/MasterCard etc.

2.4(b) Enter the card details like- Card no., Card holder name, expiry date, CVV no. and click on 'pay now' button

2.4(c) Once the payment is successful, the system will generate Application ID.

Below is the screenshot for the same.



**ONLINE APPLICATION**

Thank you for payment. Your application has been successfully submitted.

**Application Information**

Application ID : AF/0016  
Name : Ramesh  
Email : shashank.joshi@serosoft.in  
Transaction ID : 222124737  
Amount : 1.00

[Go Home](#)

2.5 Applicant will receive an email on registered email address with login credentials. Below is the screenshot for the same.



## ONLINE APPLICATION



Thank you for payment. Your application has been successfully submitted.

Application Information

Application ID :	APFE1610016
Name :	John
Email :	ankur.agrawal@serosoft.in
Transaction ID :	222125813
Amount :	1300.00

[Go Home](#)

### Step 3:

3.1 Applicant can login from Academia with the credentials received by email at <http://iiitb.in>

Academia

Sign in to Academia

Username:

Password:

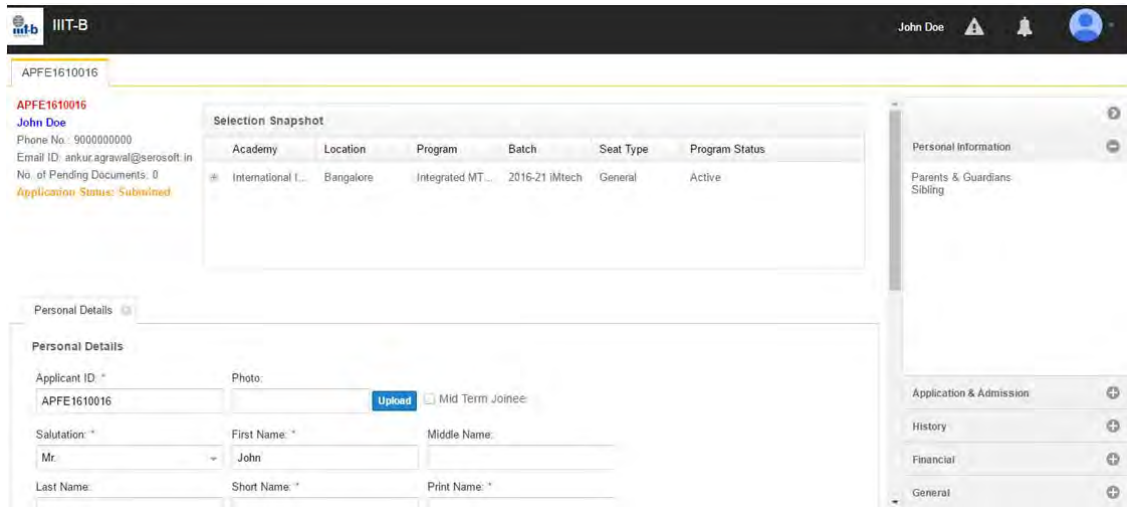
[Forgot Password?](#)

[Sign in](#)

OR

[f](#) [g+](#)

3.2 Once the applicant gets login into the system, he/she will see below screen, where applicant can enter details like Personal Information (Personal Details, Addresses), History (Education, Competitive Exam Details etc.), General (Documents: to upload zipped file).



### 3.3 Personal Details

Note: Applicants of M.Sc. (Digital Society) do not need to select stream under the Personal Details section

### 3.4 Parents' & Guardian's Information:

Note: Parents' mobile no / email id is not a mandatory field.

Applicant can store his/her parents/guardians details under Personal information on right hand side.

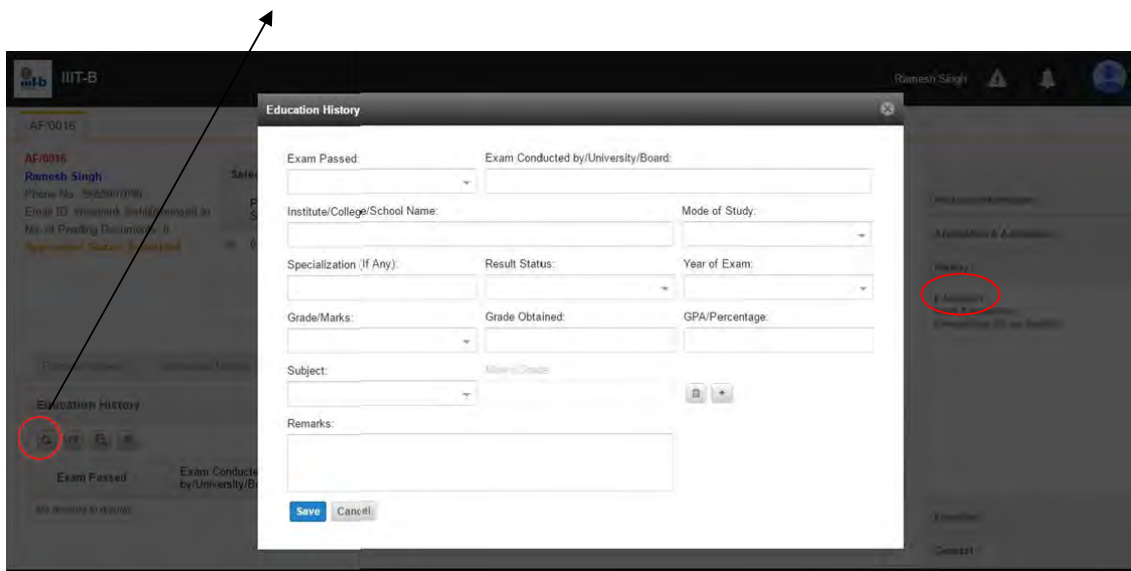
### 3.5 Education History:

Note: Applicants are requested to fill in their educational details starting from 10<sup>th</sup> standard to their most recent degree.

3.5(a) Applicant can store his/her past education details

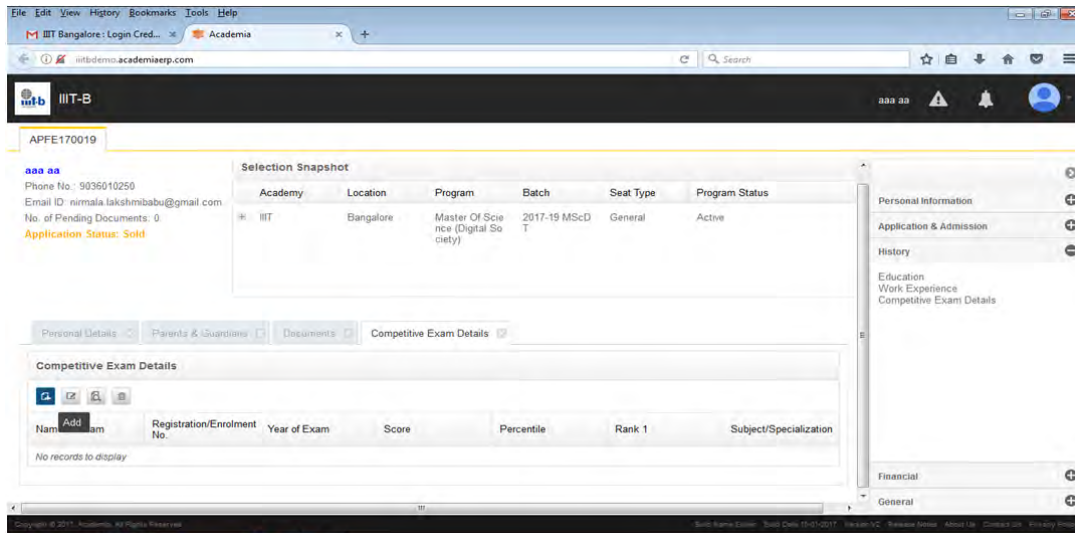
3.5(b) Click on the 'Education' link displayed at the right hand side, marked with red circle.

3.5(c) Clicking on add icon will open a popup, below is the screenshot for the reference.



### 3.6 Competitive Exam Details:

Note: Applicants for M.Sc. (Digital Society) should mention if they have any of the following scores: CAT 2016 / CEED 2017 / TISS NET 2017.



3.6(a) Applicant can store his/her competitive exam details

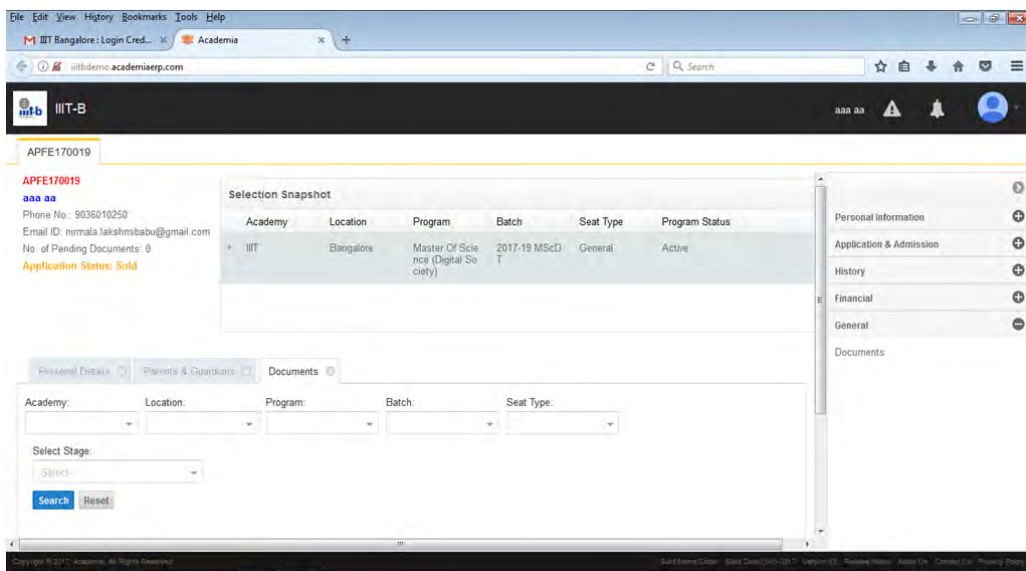
3.6(b) Click on the 'Competitive Exam Details' link displayed at the right hand side

3.6(c) Clicking on add icon will open a popup then fill the details.

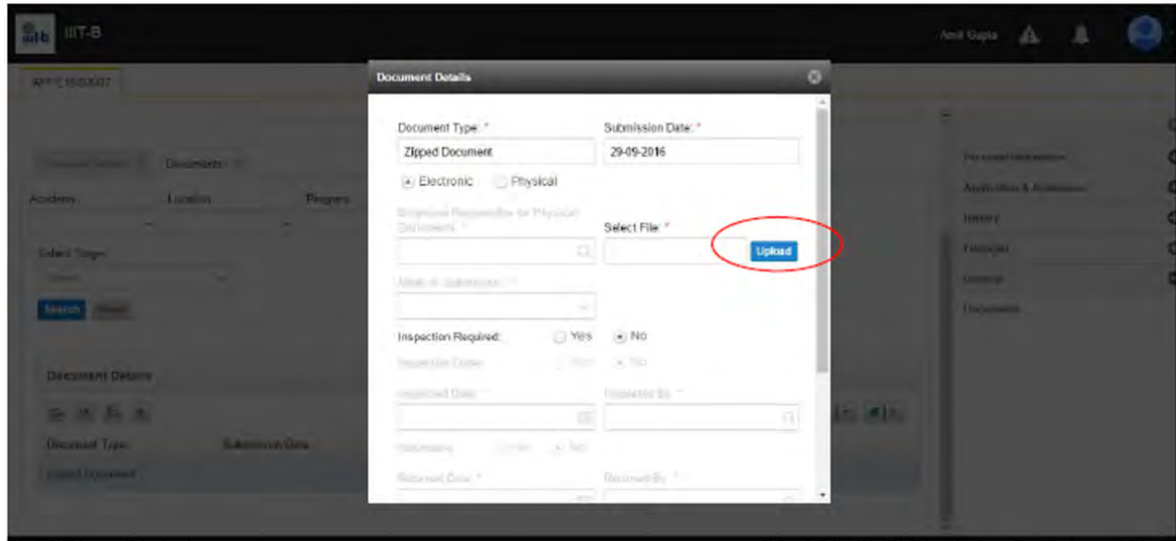
### 3.7 Steps to upload single zipped document:

Note: Applicants for M.Sc. (Digital Society) are required to submit a 250 word write-up stating why they wish to be part of this programme. This document needs to be zipped and uploaded as mentioned above.

3.7(a) Click on General → Documents tab, displayed at the right hand side as below:



- 3.7(b) Click on 'Search' -> A zipped document row will appear -> click on Edit symbol -> A dialog box appears -> Upload the zipped file
- 3.7(c) Once the zipped file is uploaded, the status changes from 'Pending' to 'Submitted'



Note: In case of any issues with the application process, write to us at: [admission-ds@iiitb.ac.in](mailto:admission-ds@iiitb.ac.in)