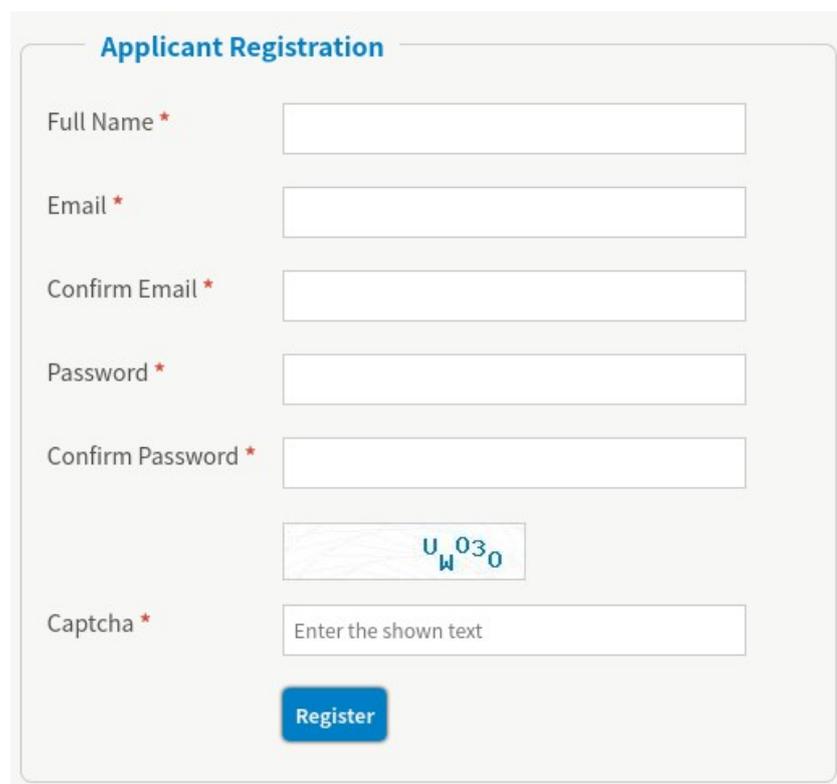


**INDIAN INSTITUTE OF SCIENCE EDUCATION RESEARCH THIRUVANANTHAPURAM****INSTRUCTIONS TO CANDIDATES**

Online application for PhD Admission at IISER Thiruvananthapuram involves two parts (i) Account creation, (ii) Application .

**Part (i) Account Creation**

Step 1: Visit the application portal link ( <http://appserv.iisertvm.ac.in/phd> ) and click “Apply Now” button. You will be taken to a simple registration form as shown in the below figure. Fill the form and register yourself in the application portal.



**Applicant Registration**

Full Name \*

Email \*

Confirm Email \*

Password \*

Confirm Password \*

Captcha \*

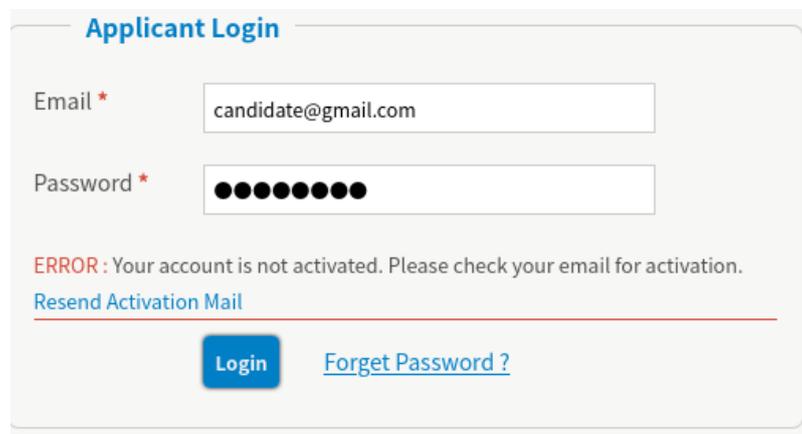
U W 03 0

Enter the shown text

**Register**

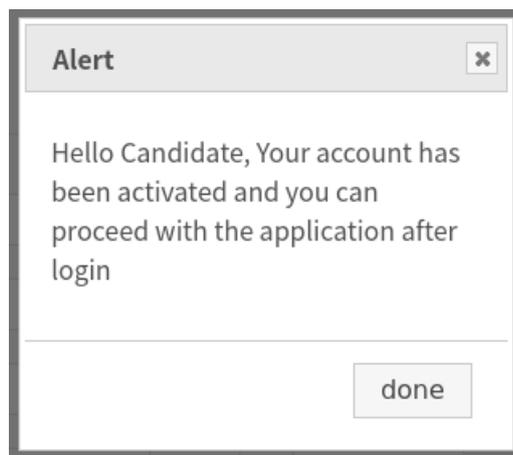
Step 2: After registration you will receive an activation email. It may take a maximum of 15 minutes to get the email. If you didn't get the email even after 15 minutes, make sure to check your spam/junk directories. To regenerate the activation email kindly try to login to the portal with the registered email and chosen password,

you will be provided with an link to resend the activation email as shown below.



The screenshot shows a web form titled "Applicant Login". It contains two input fields: "Email \*" with the value "candidate@gmail.com" and "Password \*" with masked characters. Below the fields, a red error message reads: "ERROR: Your account is not activated. Please check your email for activation." Underneath the error message is a blue link labeled "Resend Activation Mail". At the bottom of the form are two buttons: a blue "Login" button and a blue link labeled "Forget Password ?".

Upon receiving the activation mail, click on the activation link in the email. Your account will be activated and you will get an success message as shown below.



Step 3: Login in to your account with the registered email and chosen password. Great, now you should have completed the account creation process. Soon after

successful login you will be taken to the application form.

### **Part (ii) Application**

This part consists of 5 steps,

- Application Form
- Document Upload
- Preview
- Payment
- Final Submission

**Step 1:** The first step is the application form filling. This consists of different sections such as Personal Information, Qualifying degree, Academic Records, Qualifying National Level Examination, Referee details, Parents details etc. The entire screen shot of the application can be seen from [here](#)

Fill the form and click “Save and Proceed” button. At this point you have completed the step 1 and if you wish you can logout and proceed the application later. Your data in the Step 1 will be saved and you will be taken to Step 2 on next login.

**Step 2:** This step is for uploading all the scanned copy of supporting documents The entire screen shot of this step can be seen from [here](#)

The documents to be uploaded are

- Passport size photo ( jpeg/jpg format not more than 500 KB)
- Signature ( jpeg/jpg format not more than 500 KB)
- Proof for Date of Birth ( jpeg/jpg format not more than 2048 KB)
- Category Certificate ( jpeg/jpg format not more than 2048 KB ) Candidates belong to GEN category need not to upload any category certificate. Candidates belongs to OBC-NCL and GEN-EWS have to upload the respective category certificate in the prescribed format.
- Proof for clearing Secondary Level examination ( jpeg/jpg format not more than 2048 KB)
- Proof for clearing Higher Secondary Level examination ( jpeg/jpg format

not more than 2048 KB)

- Proof for Bachelors Level ( jpeg/jpg format not more than 2048 KB)
- Proof for Master's Level ( jpeg/jpg format not more than 2048 KB)
- Proof for Clearing National Level Eligibility Examination ( jpeg/jpg format not more than 2048 KB)
- PwD Certificate ( jpeg/jpg format not more than 2048 KB ) {Applicable only for PwD candidates}

After uploading all the required documents, click “Save and Proceed” , you will be taken to the “Payment” step.

**Step 3:** Step 3 consists of a preview of your application, please review the application carefully and edit if required ( Application can be edited by going back to respective steps ).

After reviewing the application **click the “SAVE APP & PROCEED FOR PAYMENT” button** failing which your application will not be considered.

**Step 4:** Step 4 is for paying application fee.

The amount of fee to be paid will be given in the page.

- Click “**Proceed for Payment**” .
- You will be taken to the online payment window where you can complete the payment using any of the methods like UPI/NetBanking/Debit/Credit Cards.
- Upon successful payment , you will be taken to the application portal back.
- You will be shown with the status of the transaction.
- If the status is `failed` you'll have an option to retry payment.
- If the status is `pending` , you can check back the portal again after few minutes .
- If the status is `success` , your application will be automatically submitted

**Step 5:** Upon Successful payment on the previous step, your application will be automatically submitted and you'll be shown with the option to print the

application form. Please do not forget to print ( or download as pdf ) you application form after this step. You'll also receive an email with unique application number with in 15 minutes of the final submission of the application form.

----- End of File -----