|  |  |
| --- | --- |
| **Important Note:**   1. **Please keep your scanned Passport size Photograph, and signature ready for upload. Do Not Upload Selfies in Photo.**   Size of Photo is 500 kb and size of Signature is 300 kb | |
| **A. APPLICATION FILLING PROCESS** | |
| Step 1 | Click here to go to online admission portal:- <https://cimsstudent.mastersofterp.in/> |
| Step 2 | For Login Credentials, Click on Get username and Password. |
| Step 3 | Enter your registered mobile no. After this you will get your login credentials via  SMS. |
| Step 4 | Once Logged in, Student Dashboard will be visible on the left-hand side. |
| Step 5 | Click on “Online registration link” listed in the student’s dashboard. |
| Step 6 | Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (for  e.g. address and mobile, Aadhar Number etc.) and Click on ‘Save Next' |
| Step 7 | Upload Photo, Signature and Click on Save & Continue (for signature use a plain paper and with the black pen put your signature and scan it with the help  of your mobile.)  Size of Photo is 500 kb and size of Signature is 300 kb |
| Step 8 | Select Medium ---> select Subject Group ---->Add and Save and Next (This step is Applicable only for Selected Courses) |
| Step 9 | Click on Pay now and do the necessary payments |
| Step 10 | After successful Payment, Accept the terms, submit and Confirm your registration form. |
| Step 11 | After Fees has been Allocated by College, Click on Payable fees and Pay the Admission Fees and Download the Receipt |