



جامعہ ملیہ اسلامیہ
जामिया मिल्लिया इस्लामिया

JAMIA MILLIA ISLAMIA
A CENTRAL UNIVERSITY

OFFICE OF CONTROLLER OF EXAMINATIONS

GUIDELINES

TO FILL ONLINE APPLICATION FORM

2018-19



Jamia Millia Islamia

(A Central University by an ACT of Parliament)

NAAC Accredited Grade "A"

Online application Guideline

Guidelines to fill up the Application Form Online

What all do you need to complete the Online application process for JMI?

As an applicant you would need the following:

1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A Mobile Number to receive SMS based notifications/communications related to the online application, Admit card, Entrance Test Result, Admission Counseling etc till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity.
4. A recent scanned passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
5. Your scanned signature using Blue/Black pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility / service such as
 1. Net Banking
 2. Credit card
 3. ATM-cum-Debit card

All applicants should note, that:

1. No printout of online submitted application form or proof of payment of Entrance Test fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record.
2. No document is required to be submitted along with the application form submitted online.
3. Original certificates issued by competent authority supporting your filled in details will be asked from you ONLY at the time of admission. If data provided in the online application is not supported by appropriate documents then your application / claim for admission shall be summarily rejected.

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at para 1 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

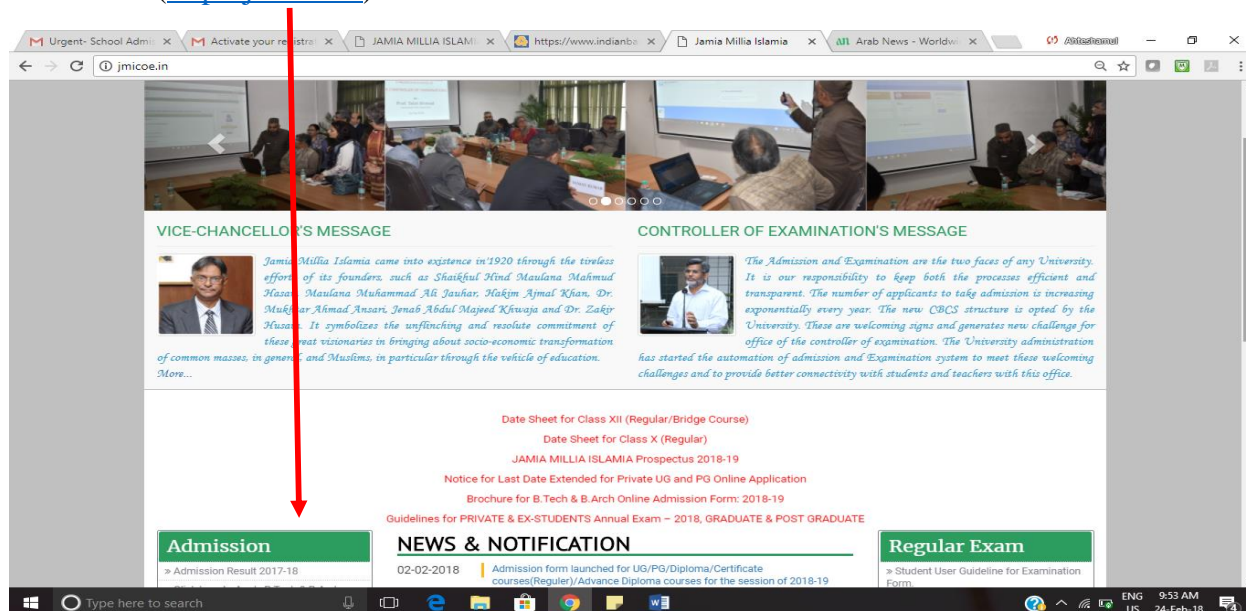
1. Registration on the JMI Entrance Test Portal (<http://jmicoe.in>) for online application process.

2. Select the course of your choice [check eligibility, dates of Entrance Test etc].
3. If you choose to apply for the selected course [do it after confirming your eligibility, etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
 - a)- Applicant Details
 - b)- Correspondence Address
 - c)- Your Preference City of Entrance Test Centre
 - d)- Upload scanned image file of your Photograph and Signature [as specified in para 1 above]
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first course) (if applying more than one course) process of filling up 'Applicant Details', 'Correspondence Address and Parental Details', 'uploading of Photograph and Signature' and 'Preference of Test centre' will not be required. These details will be repeated automatically/ copied for all subsequent applications after the first application. If you choose to pay after selecting all the courses of your choice, a combined payment of Entrance Test Fee for all courses you have applied for can be done.

How to complete Registration on the JMI Entrance Test Portal

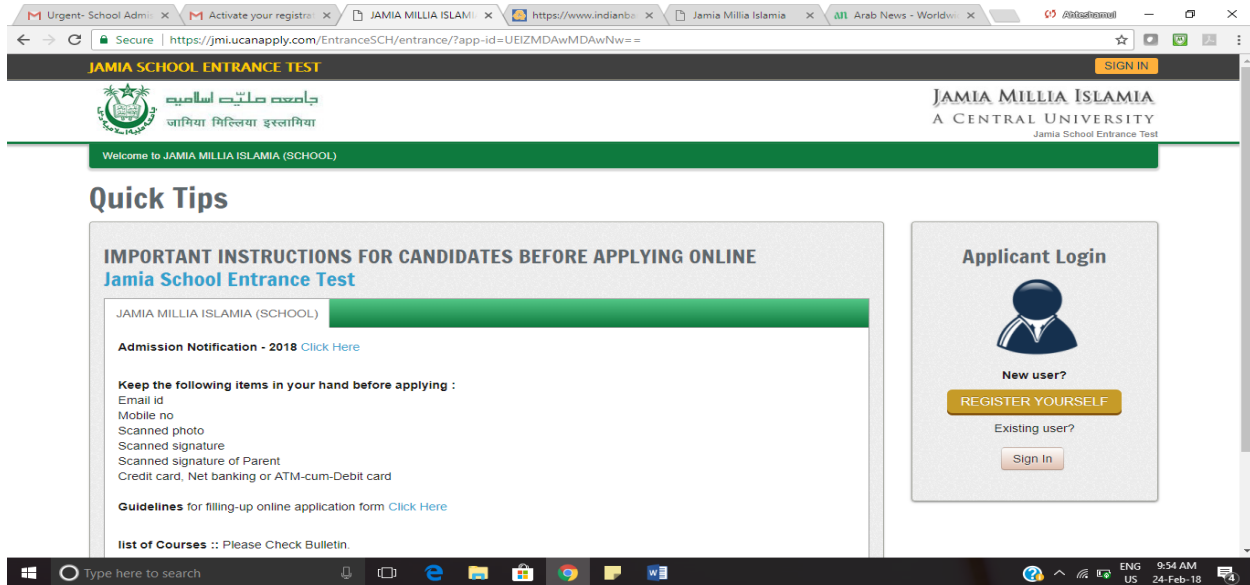
(<http://jmicoe.in>) for Online Application Process?

Step 1: Please click on "Apply for Admission" button given on the home page of the JMI Entrance Test Portal (<http://jmicoe.in>).



The screenshot shows the homepage of the JMI Entrance Test Portal. At the top, there are several banners and messages from the Vice-Chancellor and the Controller of Examination. Below these, there are links to various documents like the Date Sheet for Class XII, Date Sheet for Class X, and the JAMIA MILLIA ISLAMIA Prospectus 2018-19. At the bottom, there are three main sections: 'Admission', 'NEWS & NOTIFICATION', and 'Regular Exam'. The 'Admission' section has a green button labeled 'Admission' with a red arrow pointing to it. The 'NEWS & NOTIFICATION' section has a green button labeled 'NEWS & NOTIFICATION'. The 'Regular Exam' section has a green button labeled 'Regular Exam'.

Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "**Register Yourself**". Please click on this link.



JAMIA SCHOOL ENTRANCE TEST

Applicant Login

Quick Tips

IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE
Jamia School Entrance Test

JAMIA MILLIA ISLAMIA (SCHOOL)

Admission Notification - 2018 [Click Here](#)

Keep the following items in your hand before applying :
Email id
Mobile no
Scanned photo
Scanned signature
Scanned signature of Parent
Credit card, Net banking or ATM-cum-Debit card

Guidelines for filling-up online application form [Click Here](#)

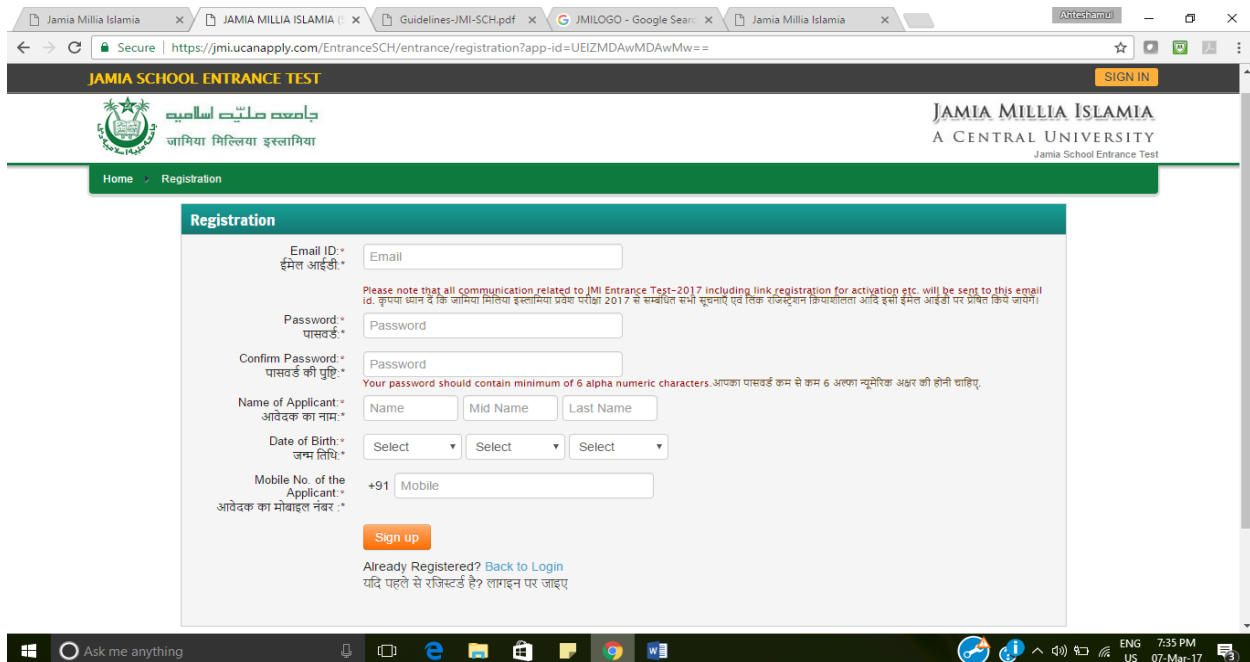
list of Courses :: Please Check Bulletin.

Applicant Login

New user?
REGISTER YOURSELF

Existing user?
Sign In

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and is to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the "**Sign up**" button at the bottom for completing the registration process.



JAMIA SCHOOL ENTRANCE TEST

Registration

Email ID: *
Email

Password: *
Password

Confirm Password: *
Password

Name of Applicant: *
Name Mid Name Last Name

Date of Birth: *
Select Select Select

Mobile No. of the Applicant: *
+91 Mobile

Sign up

Already Registered? [Back to Login](#)
यदि पहले से रजिस्टर्ड है? लॉगइन पर जाएं

Please note that all communication related to JMI Entrance Test-2017 including link, registration for activation etc. will be sent to this email id. कृपया ध्यान दें कि जामिया मिल्लिया इस्लामिया प्रवेश परीक्षा 2017 से सम्बंधित सभी सूचनाएँ एवं लिंक जलदतुल्यता निश्चयापनार्थ और इसी ईमेल आईडी पर भेज दिए जाएंगे।

Your password should contain minimum of 6 alpha numeric characters. आपका पासवर्ड कम से कम 6 अल्फा न्यूमेरिक अक्षर की होनी चाहिए.

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Online application Guideline

Registration

Email ID :-
ईमेल आईडी :-

Name of Applicant :-
अपेक्षक का नाम :-

Date of Birth :-
जनम तिथि :-

Mobile No. of the Applicant :-
अपेक्षक का मोबाइल नंबर :-

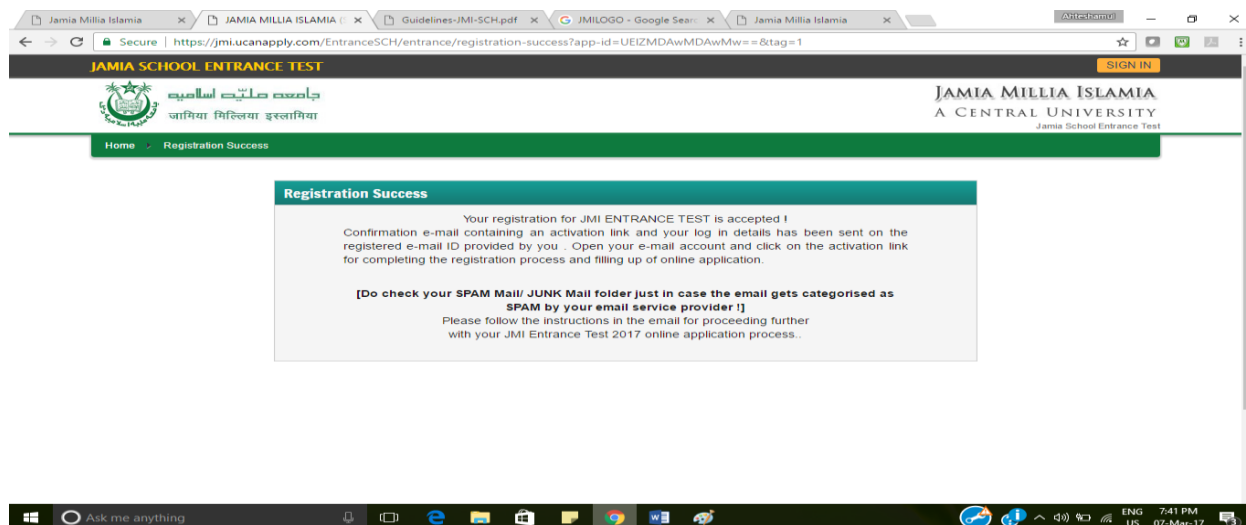
Dipak Gupta
05-May-2000

Please check your Email-ID and Mobile no before confirmation.

Confirm Cancel

Step 4: Activation and validation of Registration

- On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process. **Note:** This confirmation and activation link e-mail might land up in your **"Spam Folder"** or **"Junk Folder"**. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your **"Spam Folder"** or **"Junk Folder"**. If you find the e-mail from application@JMIonline.in in your **"Spam Folder"** or **"Junk Folder"**, please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from application@JMIonline.in always come in your Inbox. Always check your **"Spam Folder"** or **"Junk Folder"** for e-mails from the JMI Entrance Test Portal.



The screenshot shows a web browser window with the URL <https://jmi.uacanapply.com/EntranceSCH/entrance/registration-success?app-id=UEIZMDAwMDAwMw==&tag=1>. The page header includes the Jamia Millia Islamia logo and name in Urdu and Hindi, and the text "JAMIA MILLIA ISLAMIA A CENTRAL UNIVERSITY Jamia School Entrance Test". The main content area is titled "Registration Success" and contains the following text:

Your registration for JMI ENTRANCE TEST is accepted !
Confirmation e-mail containing an activation link and your log in details has been sent on the registered e-mail ID provided by you . Open your e-mail account and click on the activation link for completing the registration process and filling up of online application.

[Do check your SPAM Mail/ JUNK Mail folder just in case the email gets categorised as SPAM by your email service provider !]
Please follow the instructions in the email for proceeding further with your JMI Entrance Test 2017 online application process..



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2. Click on this activation link received in the e-mail. Your account will not be activated until you have clicked on this activation link, so, do not forget this important step.


 **jmihelpdesk2017@gmail.com** via amazonses.com 7:40 PM (2 minutes ago) ☆
to me ▾

Dear Ahat,

Thank you for showing interest for admission to courses of JAMIA MILLIA ISLAMIA (SCHOOL) for the academic session 2017-18.

The details as submitted by you during the process of registration is given below:

Name : Ahat Aa

Email : 

Password : 

Your Activation Code : 128188

Application for : Course in : Jamia School Entrance Test

Important Instructions for activation of Registration on the JMIS Entrance Test Portal

1. In order to proceed further it would be essential to activate your JMIS Entrance Test Portal registration.
2. For activating your registration and proceeding forward click the link below:
<https://jmi.ucanapply.com/EntranceSCH/activation?code=YWh0c2htQGdtYWlsLmNvbQ==&portal=UEIZMDAwMDAwMw==>
3. In case of difficulty please contact help@jmionline.in
4. It is advised that you keep a printout of this mail for record for easy reference to your registered e-mail id.

3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.
4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.




JAMIA MILLIA ISLAMIA
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Browser tabs: Jamia Millia Islamia, JAMIA MILLIA ISLAMIA, Guidelines-JMI-SCH.pdf, Activate your registration, JAMIA MILLIA ISLAMIA

Address bar: Secure | https://jmi.ucanapply.com/EntranceSCH/entrance/email-activation?app-id=UEIZMDAwMDAwMw==&code=YWh0c2htQGdtYWlsLmNvbQ==

JAMIA SCHOOL ENTRANCE TEST SIGN IN

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JAMIA MILLIA ISLAMIA
A CENTRAL UNIVERSITY
Jamia School Entrance Test

Home Email Activation

Activation

Enter Activation Code:*

Your "Activation Code" already sent to your given mobile number and email. Delivery of SMS containing activation code will depend upon of your service provider.

Submit

Windows taskbar: Ask me anything, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z, ENG US 7:45 PM 07-Mar-17


How to select Course for which I want to apply?

Step 1: After activation and validation of your Registration on the JMI Entrance Test Portal (<http://jmicoe.in>), you can login into the programme.

Browser tabs: Jamia Millia Islamia, JAMIA MILLIA ISLAMIA, Guidelines-JMI-SCH.pdf, Activate your registration, JAMIA MILLIA ISLAMIA

Address bar: Secure | https://jmi.ucanapply.com/EntranceSCH/entrance/?app-id=UEIZMDAwMDAwMw==

JAMIA SCHOOL ENTRANCE TEST SIGN IN

 **جامعہ ملیہ اسلامیہ**
جامیہ میللیا اسلامیہ

Welcome to JAMIA MILLIA ISLAMIA (SCHOOL)

Quick Tips

IMPORTANT INSTRUCTIONS FOR
Jamia School Entrance Test

JAMIA MILLIA ISLAMIA (SCHOOL)

Admission Notification - 2017 [Click Here](#)

Keep the following items in your hand before applying :

- Email id
- Mobile no
- Scanned photo
- Scanned signature
- Scanned signature of Parent
- Credit card, Net banking or ATM-cum-Debit card

[Guidelines for filling-up online application form Click Here](#)

[list of Courses :: Please Check Bulletin.](#)

Sign In


Email address

Password

☐ Remember me [Forget Password](#)

Sign in

Applicant Login



New user?

REGISTER YOURSELF

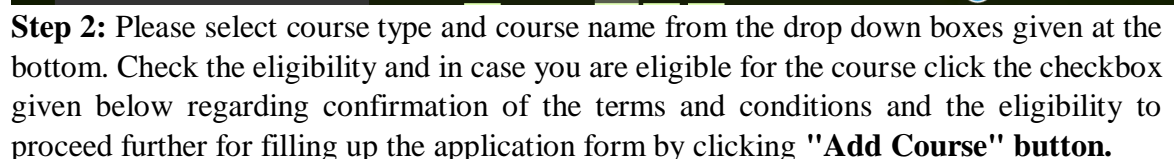
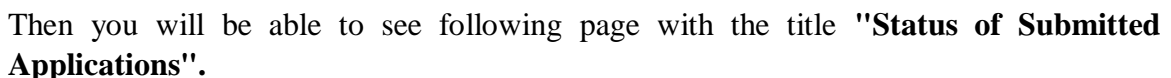
Existing user?

Sign In

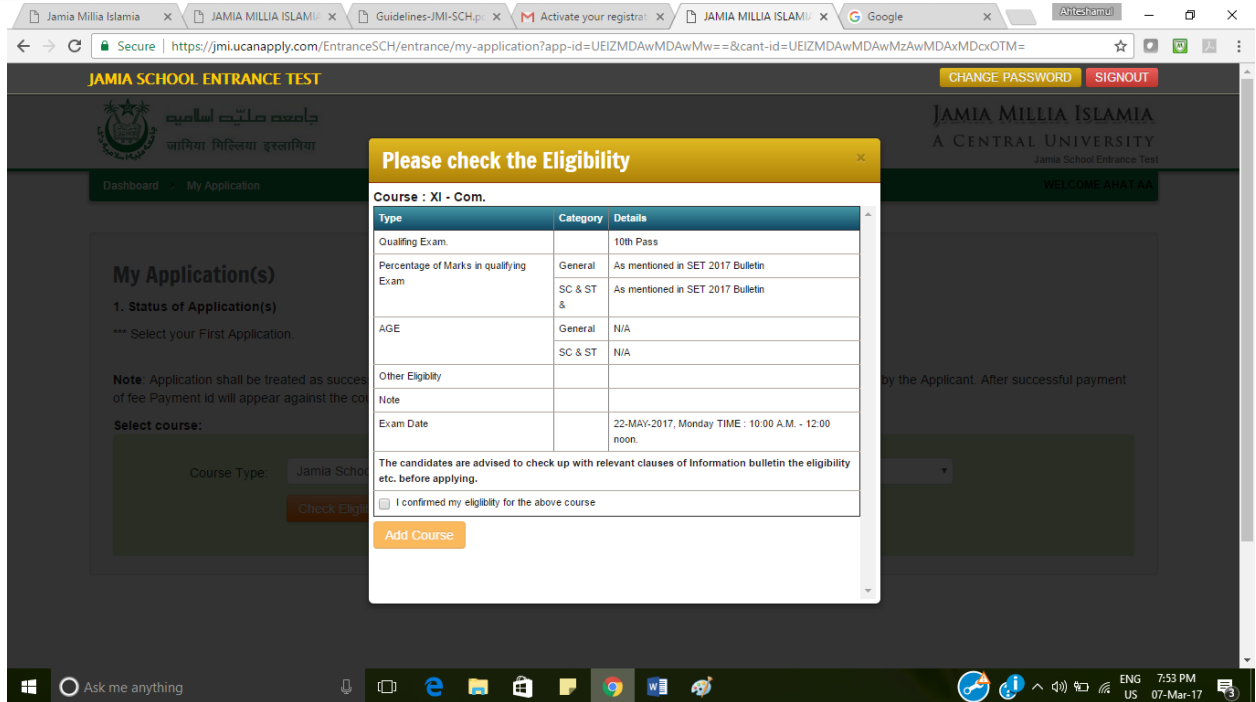
Windows taskbar: Ask me anything, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z, ENG US 7:48 PM 07-Mar-17

After login you will be able to see dashboard and click “Application Forms”

Online application Guideline



Online application Guideline



JAMIA SCHOOL ENTRANCE TEST

Please check the Eligibility

Course : XI - Com.

Type	Category	Details
Qualifying Exam.		10th Pass
Percentage of Marks in qualifying Exam	General	As mentioned in SET 2017 Bulletin
	SC & ST &	As mentioned in SET 2017 Bulletin
AGE	General	N/A
	SC & ST	N/A
Other Eligibility		
Note		
Exam Date		22-MAY-2017, Monday TIME : 10:00 A.M. - 12:00 noon.

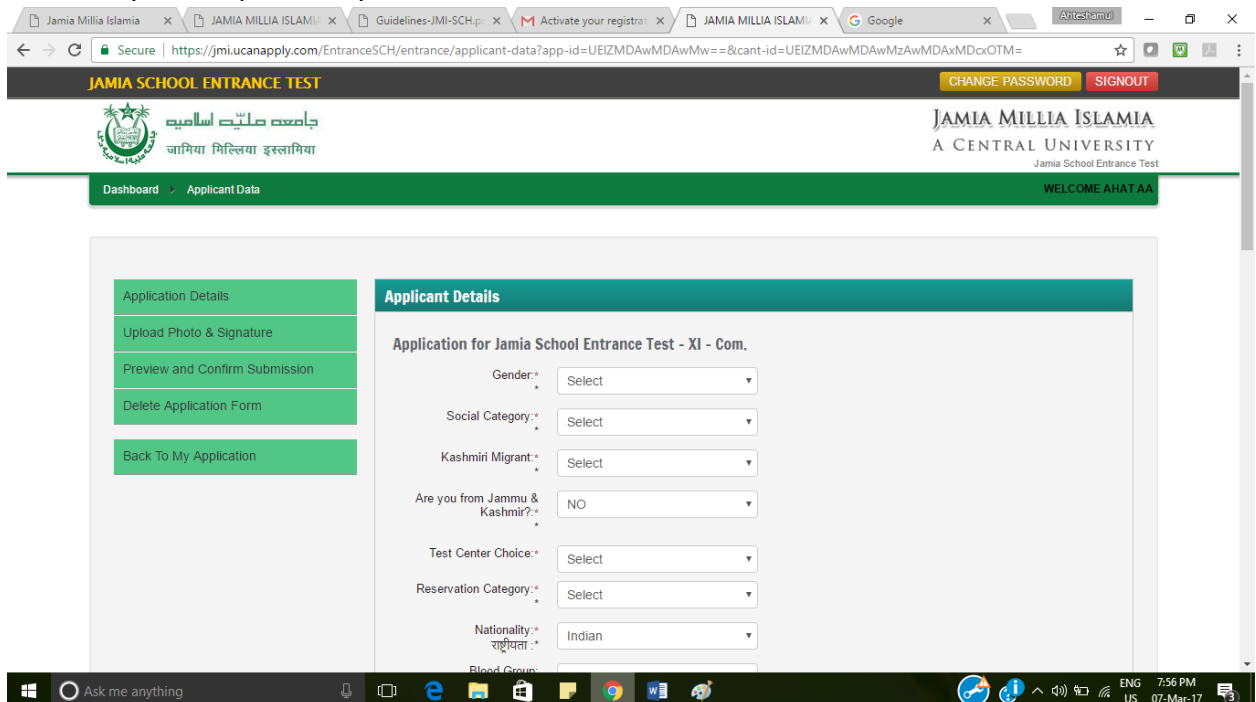
The candidates are advised to check up with relevant clauses of Information bulletin the eligibility etc. before applying.

☐ I confirmed my eligibility for the above course

Add Course

How to fill up the Application form after I have selected the Course I wish to apply for?

Step 1: After you have added the first course of your choice and come to the above screen, On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly. Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.



JAMIA SCHOOL ENTRANCE TEST

Applicant Details

Application for Jamia School Entrance Test - XI - Com.

Gender: *

Social Category: *

Kashmiri Migrant: *

Are you from Jammu & Kashmir?: *

Test Center Choice: *

Reservation Category: *

Nationality: *

राष्ट्रियता: *

Blood Group:

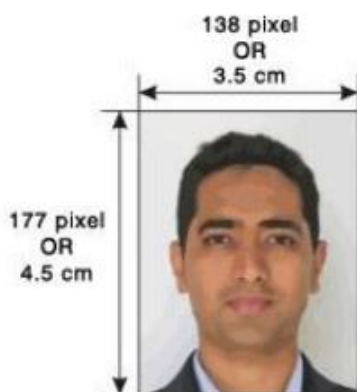
Step 2: After you have filled up all the required fields of the 'Application form', Click on the 'Save' button given at the bottom of the page (as shown above).

Note: For details related to specific fields in the application form, eligibility condition, number of seats, fee etc please refer to the Information Bulletin available on the JMI's Entrance Test Portal (<http://jmicoe.in>)

Step 3: After filling up application click the 'Save and Continue' Button given at the bottom.

How to Upload image file (in jpeg format; size limit 100kb) of my scanned photograph and signature?

To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen: (Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

Step 4: Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

Step 5: After filling up application click the 'Save and Continue' Button given at the bottom you will get the following screen.



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JAMIA MILLIA ISLAMIA
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Choice of School - Q1: Jamia St. Secondary School
Choice of School - Q2: Syed Abul Husain St. Secondary School (S.P)
Social Category: General
Kashmiri Domicile: NO
Kashmiri Migrant: NO
Medium for Examination: ENGLISH
Reservation Category: General
Candidate Name: DIPAK GUPTA
Father's Name: S GUPTA
Mother's Name: S GUPTA
Guardian's Name (if any):
Gender: MALE
Nationality: Indian
Date of Birth: 28 May 2000
Blood Group: B+



Permanent Address

Address Line: Auidand
District: Kolkata
State: West Bengal
Pin: 700010
Land Line No.
Mobile No: 9874107555

Address for Correspondence

Address Line: Auidand
District: Kolkata
State: West Bengal
Pin: 700010
Land Line No.
Mobile No: 9874107555

ACADEMIC RECORD						
Last Examination Passed	Year	Institution / Board	English %	Maths %	Science P.C.B %	Aggregate %
Class VII (for IC)	2014	WBSE	90	90	88	70
Class X (for IC Science)	2016	WBSE	90	82	77	86
Class X (for IC Arts / Com.)						

Institution last attended : KJVM
Test Center Choice : DELHI

I hereby declare that all the particulars given in this application form by me are true and no fact has been suppressed or tampered. I have read the information bulletin for the SET 2015 and the terms and conditions given therein and satisfied myself that I fulfil all the admission eligibility requirements. In case any information furnished by me is found wrong, my candidature for the entrance test be cancelled outright without giving any opportunity and further that any disciplinary action be also taken against me.

Countersigned by the Parent/Guardian



Full Signature of the candidate



☒ I CONFIRM THE ABOVE

PLEASE REVIEW THE ABOVE DETAILS CAREFULLY FOR ANY ERRORS BEFORE CONFIRMING SUBMISSION.
YOU WILL NOT BE ABLE TO MAKE ANY CHANGE AFTER CONFIRMATION OF SUBMISSION
THE FORM WOULD BE CONSIDERED SUCCESSFULLY SUBMITTED ONLY AFTER PAYMENT OF APPLICATION PROCESSING / ENTRANCE TEST FEE

[Confirm & Submit](#) [Back](#)

Upto this stage, you have completed all stages of the Application Form. Now, click the “Confirm & Submit” button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do **(Click Back button)** so before clicking 'I confirm the above' checkbox and clicking the 'Confirm and Submit' button because once you confirm and submit an application form, it cannot be edited further.

NOTE: If you are sure that all details are correct and you do want to submit the application then click “Back to My application” on the bottom. When you click on the button you would be shown a page which lists the various applications which are completed. There is also a small declaration which is to be confirmed. Select the applications you want to submit and click on the declaration after reading it thoroughly. This is important. At last you may go for payment by clicking “Make Payment” button in the following page.



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JAMIA MILLIA ISLAMIA
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Jamia School Entrance Test

Dashboard - My Application

WELCOME DIPAK GUPTA

My Application(s)

1. Status of Application(s)

REGISTRATION ID	ENTRANCE TEST DATE & TIME	(COURSE CODE) COURSE NAME	APPLICATION STATUS	PAYMENT ID	EDIT/VIEW	DELETE
JH00783737113	22-MAY-2015 TIME: 8:00 A.M. - 10:00 A.M.	(113) X0 - Com	CONFIRM		EDIT	X

[Make Payment](#)

Note: Application shall be treated as successfully submitted only when the Application Processing / Entrance Test Fee has been paid by the Applicant. After successful payment of fee Payment id will appear against the course in the Payment id Column.

2. Whether you want to apply for another course ?

a) if YES, Select the Course from the following Dropdown List. Check your Eligibility for the Selected course before clicking "Add Course!" Button. All information you have filled up for your first application will be used for every subsequent application.
b) if NO, go back to Dashboard and click the "Make Payment" Button for payment of Application Processing/Entrance Test Fee.

Select course:

Course Type:

Select

Course Name:

Select

After that you will see the following page.

JAMIA SCHOOL ENTRANCE TEST



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Jamia School Entrance Test

Dashboard - Payment Page

WELCOME DIPAK GUPTA

Select Application(s) for Payment of Application Processing/Entrance Test Fee

Applicant Name: DIPAK GUPTA
Email-ID: zhanchai@reamingspiral.co.in
Mobile No: 9674107505

List of Complete Application(s) is given below. Choose the Application(s) for which you want to pay Entrance Test Fee:

Registration No.	Exam Type	Application / Course Name	Select to Pay
JH00783737113	SET	(113) X0 - Com	<input type="checkbox"/>

Application Processing/ Entrance Test Fee Rates:

Notes for	All COURSES	
	General & Others	SC/ST
First Application	Rs. 400/-	Rs. 200/-
Subsequent Application(s)	Rs. 400/-	Rs. 200/-

[Continue for Online Payment](#)

[Check Payment through RSTC Portal](#)

Here you can select any of payment method, i.e; Online Payment either by net banking, debit card etc. After complete the payment your application will be complete.

Office of the Controller of Examinations,
Jamia Millia Islamia

Online application Guideline