3.1. Enrolling Student

You can enrol as a student if you have completed graduation or hold a diploma. You are eligible to enrol for the one-year programme if your year of passing is within 3.3 years from the date of passing your educational course. But as a sandwich course student, you are eligible to enrol for the six-month programme only.

After you have successfully enrolled, you can perform tasks such as logging on to check enrolment status, job opportunities posted by establishments and relevant advertisements and download Certificate of Proficiency (COP) after completion of training.

> *Vocational stream (10 and +2) students can now visit the **Ministry of Skill Development and Entrepreneurship** portal for training requirement.*
>
> *http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx*

This section contains the following topics:

- [Enrol Graduate Student](#)
- [Enrol Diploma Student](#)

3.1.1. Enrol Graduate Student

You can enrol for the apprenticeship programme if you have completed graduation from technology and engineering related technical courses. If you are graduating from any sandwich course, you can apply for the 6-month training programme. Other graduate students can apply for the regular one-year programme.

> *Have the following items in hand to enrol with ease: Registration number from college, scanned passport photo, scanned qualifying degree/provisional certificate, college and university names, Aadhar card, percentage of marks or CGPA, branch of study, and month and year of passing.*
>
> *If you are a resident of Jammu and Kashmir, Meghalaya or Assam, Aadhar card is not mandatory for enrolling. This list of states might vary from time to time.*

To enrol a graduate student

1. On the home page, click **Enroll**. The page appears with **Eligibility Check**, **Questionnaire & Guidelines**, **Enrollment Form** and **Preview & Confirm** sections.

2. In the **Eligibility Check** section, in the drop-down list. click **I am a Student**. Other student related questions appear.

3. Type to answer the questions related to eligibility check for the NATS programme.
   - If you are eligible for the training programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
   - If you are not eligible for the training programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click **a student**.
a permanent resident of	In the drop-down list, click the state where your permanent residence is located.

Field	Description
I	In the drop-down list, click **have completed** or **am doing** to specify the current status of your graduation. *Based on the option selected, the following set of fields appear.*
If you select the **have completed** graduation option, select the following options.	
my	If you choose the **have completed** option, in the drop-down list, click **Graduation in Engineering**. *If you select **Vocational/+2 Course**, a message is displayed that Vocational stream has been moved to the **Ministry of Skill Development and Entrepreneurship**.* *You can visit the ministry portal for more details: http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx*
(without backlog) in the year	In the drop-down list, click the year in which you completed graduation without backlogs in examinations.
Through / mode of education	In the drop-down list, click **Regular** or **Part-time** or **Distance** to specify the mode of education of your graduation. More student related questions appear.
If you select the **am doing** graduation option, select the following options.	
my	If you choose the **am doing** option, in the drop-down list, click **Graduation in Engineering (Sandwich)**.
from the year	In the drop-down list, click the year in which your sandwich graduation course began.
Through / mode of education	In the drop-down list, click **Sandwich** to specify the sandwich mode of your graduation. More student related questions appear.
More student related questions	
Have you undergone any Masters (Post-graduation) Course	In the drop-down list, click **Yes** or **No** to specify whether you have undergone any post-graduation course.

Field	Description
Have you undertaken any previous training as part of the apprenticeship programme (except as Sandwich student)	In the drop-down list, click **Yes** or **No** to specify whether you have undertaken any previous apprenticeship training programme. *As a sandwich course student, although you might have undertaken a training programme during your course, click **No**.*
Do you have any work experience of one year or more	In the drop-down list, click **Yes** or **No** to specify whether you have any work experience of minimum one year.

4. Ensure that you have the mandatory documents and click **I've above data**. The Let's Get Started area is displayed.

5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.

6. In the **One Time Password** text box, type the password received on your mobile number, and then click **Continue**. The mobile number is verified and student related fields appear.

> *The One Time Password cannot be used after 2 minutes. To resend the OTP, click **Regenerate OTP**.*

7. Type your name and primary email ID in the **Name of the Student** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.

> - *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
> - *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*

8. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.

9. Read the guidelines, required enrolment documents and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.

10. Click **Agree and continue**. The **Enrollment Form** section appears with Personal Information, Education Details and Training Preferences tabs.

11. On the **Personal Information** tab, type or select the required details.

① Eligibility Check   ② Questionnaire & Guidelines   ③ Enrollment Form   ④ Preview & Confirm   25%

| 0% Personal Information | 0% Educational Details | 0% Training Preferences |

Basic Information

Upload

(Image of type JPEG, dimension 3.5" * 4.5" and File Size less than 200 KB can only be uploaded)

*Name of the Student
rterter

Father's Name

*Mother's Name

*Date of Birth
DD/MM/YYYY

*Aadhar card Number

*Gender
○ Male ○ Female ○ Others

*Upload Document (Govt. ID Card)
Not Available   Upload

(File of type PDF and Size maximum of 1MB can only be uploaded)

*Community
--Select an option--

*Minority Community
○ Yes ◉ No

If yes, then specify
--Select an option--

*Person with Disability
○ Yes ◉ No

Communication Information

*Permanent Address

Pincode

State
Bihar

District
Please select District

Taluk / Block/Tahsil
--Select an option--

Village/Locality

Door & Street

*Present Address
☐ Same as Permanent Address

*Phone & Email
Mobile Number
5343543456

Primary Email Id
erterte@gmail.com

Pin Code

State
--Select an option--

District
Please select District

Taluk / Block/Tahsil
--Select an option--

Village/Locality

Door & Street

Bank Information

*Bank Name
--Select an option--

*Bank Branch Name

*Bank Account Number

*IFSC Code

(Account Numbers Only)

We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.

Save and continue

Field	Description
Basic Information	
Upload*	Click **Upload**. Select your photo from the local drive, and then click **Open**. 💡 *The photo should be in JPEG format, with dimensions as 3.5" and 4.5", and with file size less than 200 KB.*
Name of the Student*	This field displays your full name as entered in the **Eligibility Check** section.
Father's Name	In the text box, type your father's name as it appears in your qualification certificate or marksheet.
Mother's Name*	In the text box, type your mother's name as it appears in your qualification certificate or marksheet.
Date of Birth*	Click the calendar icon📅 to select your date of birth.
Aadhar Card Number*	In the text box, type your Aadhar card number.
Government ID Card*	📝 *This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.* In the drop-down list, click the government identity card type that you hold.
Government Card Number*	📝 *This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.* In the text box, type the identity number of the government ID card type that you selected.
Gender*	Click the specific gender option.
Upload Document (Govt. ID Card)*	Click **Upload**. Select the PDF version of the required government ID card from the local drive, and then click **Open**. 💡 *The government ID card's file size should be of maximum 1 MB and should be in PDF format.*
Community*	In the drop-down list, click the community to which you belong.

Field	Description
Minority Community*	If the **Others/General (including minority)** option is selected in the **Community** field, then in the drop-down list, select the **Yes** or **No** option, as applicable.
If yes, then specify	If the **Yes** option is selected in the **Minority Community** field, then in the drop-down list, click the required minority community.
Person with Disability*	Select the **Yes** or **No** option, as applicable. *A forty percent disability is a person with disability.*
Communication Information	
Permanent Address	
Pincode*	In the text box, type the pincode of your permanent residence locality.
State*	This field displays the state where your permanent residence is located as entered in the **Eligibility Check** section.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
Village / Locality*	In the text box, type the name of the village or locality where your permanent residence is located.
Door & Street*	In the text box, type the door number and street name of your permanent residence.
Present Address*	• If the present residence's address is same as permanent address, then select the **Same as Permanent Address** check box. The present address fields are filled out. • If the present residence's address is not the same as permanent address, then enter the details for present residence.
Phone & Email	
Mobile Number*	This field displays your mobile number as entered in the **Eligibility Check** section.
Primary Email ID*	This field displays your primary email ID as entered in the **Eligibility Check** section.

Field	Description
Bank Information	
	We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.
Bank Name*	In the drop-down list, click the name of the bank where you have a savings account.
Bank Branch Name*	In the text box, type the branch name of the bank.
Bank Account Number*	In the text box, type the account number.
IFSC Code*	In the text box, type the IFSC (Indian Financial System Code) assigned to the specific bank's branch.

12. Click **Save and continue**. The Education Details tab appears.

13. On the **Education Details** tab, type or select the required details.

Field	Description
Type of Graduation	To specify whether you took up graduation after 10+2 completion or after diploma completion, click the **Graduation after (10+2)** or **Graduation after Diploma** option, respectively. *If you select the **Graduation after Diploma** option, Diploma related fields are displayed.*
Graduate	

Field	Description
State in which the University belongs*	In the drop-down list, click the state where the university is located.
Name of the University*	In the drop-down list, click the name of the university that the college is affiliated to. *Based on your selection in the **State in which the University belongs** field, the drop-down list is populated.*
University Regn. No/Roll No/Enrol No*	In the text box, type your registration or roll number or enrolment number assigned by the college or university. *You can find your registration number from the marksheet issued by the university to which your college is affiliated.*
State to which College belongs*	In the drop-down list, click the state where the college is located.
City/District in which the College belongs*	In the drop-down list, click the city or district where the college is located based on the state selected.
Name of the College*	In the drop-down list, click the name of the college based on the state selected.
Branch of Engineering*	In the drop-down list, click the branch of study opted in the graduation college.
Year of Passing*	This field displays the year of passing or graduating from the college as entered in the **Eligibility Check** section.
Month of Passing*	In the drop-down list, click the month of passing or graduating from the college.
Percentage of Marks/CGPA*	1. In the drop-down list, click **Percentage** or **CGPA** to specify the marks obtained in graduation. 2. Based on the selection, in the text box, type the percentage of marks or CGPA score obtained. *Your percentage of marks should not be less than 35.*
Class Obtained	In the drop-down list, click the class or division held based on your pass percentage or CGPA, as applicable.

Field	Description
Diploma If you selected the **Graduation after Diploma** option in the **Type of Graduation** field, the following Diploma related fields are displayed.	
Regn. No/Roll No/Enrol No*	In the text box, type your registration or roll number or enrolment number by the diploma college. *You can find your registration number from the diploma marksheet.*
Name of the Technical Board*	In the drop-down list, click the name of the technical board or department to which your college is registered.
State to which the College belongs*	In the drop-down list, click the state where the college is located.
City/District in which College belongs*	In the drop-down list, click the city or district where the college is located based on the state selected.
Name of the College*	In the drop-down list, click the name of the college based on the city selected.
Branch of Diploma*	In the drop-down list, click the branch of study opted in the college.
Year of Passing*	In the drop-down list, click the year of passing your diploma course.
Month of Passing*	In the drop-down list, click the month of passing your diploma course.
Percentage of Marks/CGPA*	1. In the drop-down list, click **Percentage** or **CGPA** to specify the marks obtained in diploma. 2. Based on the selection, in the text box, type the percentage of marks or CGPA score obtained. *Your percentage of marks should not be less than 35.*
Class Obtained	In the drop-down list, click the class or division held based on your pass percentage or CGPA, as applicable.
Elective Subjects • To add more elective subjects, click ⊕. A new row is added. • To remove a row, click ⊖.	

Field	Description
List of Elective Subjects	In the text box, type the name of the elective subject taken up during your course.
Short Term/Certificate Courses • To add more short term or certificate course names, click . A new row is added. • To remove a row, click .	
Name of the course	In the text box, type the name of any short term or certificate course that you undertook.
Duration in Weeks	In the text box, type the duration of the short term or certificate course that you undertook.
Upload Document (Qualifying Degree/Provisional Certificate)	
Upload*	Click **Upload**. Select the PDF version of the qualifying degree or provisional certificate document from the local drive, and then click **Open**. *The education qualification document's file size should be of maximum 1 MB and should be in PDF format.*

14. Click **Save and continue**. The Training Preferences tab appears.
15. On the **Training Preferences** tab, type or select the required details.

Field	Description
Preference of Training	
Choice of Establishments	In the list, click the establishment type check boxes that you prefer for training for.
Field & Area of Interest	In the list, click the field or area on interest check boxes that you prefer for training.
Choices of States & Cities Preferred for Apprenticeship Training	
Choice 1/2/3	In the drop-down lists, click your choice of state and associated district where you would like to undergo training.

Field	Description
Choices of Preferred State to Work after Training	
Choice 1 and Choice 2	In the drop-down lists, click your choice of states where you would like to work after the training.

16. Read the Declaration, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.

17. Click **Save and Preview**. The **Preview & Confirm** section appears.

18. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID**, **User ID** and **Password** details.

19. Click **Close & Continue**. The Login page appears.

> *You can log on the NATS application with the enrolment details. For more information about logging on, see the Log On section.*

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

3.1.2. Enrol Diploma Student

You can enrol for the one-year apprenticeship programme if you hold a diploma from technology or engineering institutes or universities.

> *Have the following items in hand to enrol with ease: DOTE/ DTE registration number, scanned passport photo, scanned provisional certificate, college name, percentage of marks or CGPA, scanned Aadhar card, percentage scored in tenth board examination, branch of study in college, and month and year of passing.*
>
> *If you are a resident of Jammu and Kashmir, Meghalaya or Assam, Aadhar card is not mandatory for enrolling. This list of states might vary from time to time.*