How to Apply for PGD Courses 2023-24

Steps for filling the Online Application Form

- **Step 1:Registration**
  - Go to http://pgdadmissions.coep.org.in/ to register for applying for the required PG Diploma Course .
  - OTP will be sent to registered E-Mail id after clicking on `PROCEED AND VERIFY YOUR DETAILS` button.
  - Click on `Send Email` and
  - Enter the OTP sent on your registered Email Id after clicking on `ENTER OTP` Button. This will complete your registration process.

- **Step 2:Login Using Registered Email ID**
  - Login using your registered email id and password.
  - Enter the following details one by one by clicking on the `EDIT` button
    - Personal Information
    - Academics Information
    - Professional Details (if any) and
    - Application Fee Details
  - On clicking on `EDIT` please note down your Registration ID. This ID will be required for all further processing.
  - While filling click on `SAVE DETAILS` button after every section
  - After completing all sections `SAVE & GO TO NEXT`

- **Step 3: Enter Application Fee Details**
  - For entering the Application Fee details, it is expected that you have already paid the application fees by following the instructions provided.

- **Step 4:Upload Documents**
  (Document No. 1-9 : PDF & Document 10-11 : PNG)
    Select required document and Upload the same.

- **Step 5 : Verify the completion status for all sections and click on** `SUBMIT APPLICATION`

- **Step 6: Save a Copy of Printable Application Form for future reference.**