

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. 1-8 : PDF & Document 9-10 : 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.