A. **For instruction on How to Apply to M.Tech., B.Tech., M.Sc. & MBA programmes, Click Here**

B. **For instruction on How to Apply to Post Graduate Programme in Internet of Things, Click Here**

Instructions on How to Apply to M.Tech., B.Tech., M.Sc. & MBA programmes

1. There are 4 essential steps to be completed to apply for the program of your choice. These steps are displayed immediately after you login to the Application Center

2. Begin by clicking on Step 1 - 'Fill/ Edit and Submit Application Form'.
   This will enable you to select the programme of your choice. After you have chosen your programme, you will be asked to fill your details in an online form.
   You must fill all details and press 'Submit' button given at the bottom of the form.

3. Take the next step by clicking on Step 2 - 'Download Application PDF Copy'.
   This will download a pdf copy of the application form on your computer.

4. Now, click on Step 3 - 'Pay Application Fee' to pay INR 1,500/- using Netbanking/ Debit Card/ Credit Card.

5. Take a printout of the downloaded Application Form and note down the Application Form Number that appear on the top-right corner of the first page. This Application Form Number should be referred in all future correspondence with BITS Pilani.

6. In the printout of the downloaded Application Form, you will notice on page no. 3 a section called the Employer Consent Form. Complete the Employer Consent Form. This form needs to be signed and stamped by your organisation's HR or any other authorised signatory of the company.

7. Further on page no. 4 of the printed Application Form is a section called the Mentor Consent Form. The Mentor Consent Form needs to be signed by the Mentor.
   Who is a Mentor:
   Candidates applying to Work Integrated Learning Programmes must choose a Mentor, who will monitor the academic progress of the candidate, and act as an advisor & coach for successful completion of the programme.
   Candidates should ideally choose the immediate supervisor or another senior person from the same organisation. In case a suitable mentor is not available in the same organisation, a candidate could approach a senior person in another organisation who has the required qualifications. Wherever the proposed Mentor is not from the same employing organization as that of the candidate, a supporting document giving justification for the same should be provided by the candidate's employer.
   Candidates applying to B.Tech. programmes should choose a Mentor who is an employed professional with B.E./ B.S./ B.Tech./ M.Sc./ A.M.I.E./ Integrated First Degree of BITS or equivalent
   Candidates applying to M.Tech., M.Sc., MBA, M.Phil programme should choose a Mentor who is an employed professional with:
   B.E./ M.Sc./ M.B.A./ M.C.A./ M.B.B.S. etc. and with a minimum of five years of relevant work experience
   OR
   b. M.E./ M.S./ M.Tech./ M.Phil./ M.D./ Higher Degree of BITS or equivalent

8. Further on page no. 5 of the downloaded Application Form, is a Checklist of Enclosures/ Attachments.
   a. Make photocopies of the documents mentioned in this Checklist
   b. Applicants are required to self-attest all academic mark sheets and certificates

9. Finally, click on Step 4 - 'Upload & Submit All Required Documents'.
   This will allow you to upload one-by-one the printed Application Form, Mentor Consent Form, Employer Consent Form, and all mandatory supporting documents and complete the application process. Acceptable file formats for uploading these documents are .DOC, .DOCX, .PDF, .ZIP and .JPEG.

10. Upon receipt of your Application Form and all other enclosures, the Admissions Cell will scrutinise them for completeness, accuracy and eligibility.

11. Admission Cell will intimate selected candidates by email within two weeks of submission of application with all supporting documents. The selection status can also be checked by logging in to the Online Application Centre.

Instructions on How to Apply to Post Graduate Programme in Internet of Things

1. Register yourself on the Online Application Center. Log in to fill up and submit the completed Application Form.
2. You will receive a Provisional Admission Offer Letter within 2 days of receipt of your Application Form.
3. Upon receiving the Provisional Admission Offer Letter, you will need to submit the following within 7 days using the Online Application Center:
   a. Block amount of INR 25,000
   b. Scanned copy of Passport size photograph
   c. Scanned copy of self-attested Graduation degree certificate and marksheets
   d. Proof of employment, such as work experience certificate from current organisation
   e. Proof of ID (Govt. issued ID such as Driving License, Passport, Aadhar, Voter ID, etc.)
4. Within 7 days of receiving the Block amount and other supporting documents, you will receive a Final Admission Offer Letter. You will need to pay the First Installment (INR 1,00,000) within 15 days of receipt of this letter.
5. Upon receipt of the First Installment, you will receive your BITS Student ID, detailed programme schedule and access to the learning platform.
6. The Second Installment (INR 1,00,000) is payable before July 15, 2018.