GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM

Contents

BEFORE YOU START	2
REGISTRATION	3
Registration Form	4
Activation and Validation of Registration	5
APPLICATION PROCESS	7
Applicant Details	10
Photo and Signature Upload	11
Academic Details	12
Document Details	13
Centre Choice	14
Preview of Application	14
Payment of Application Fee	16

BEFORE YOU START

Please have the following items ready:

For Registration on the application portal

- Email ID
- Mobile number

For completing the online application form

- Clear digital/ scanned colour photograph taken against light background
 - o Passport-size photo (4.5 cm x 3.5 cm)
 - Face coverage approximately 60%.
 - Permissible image size: 100-150KB
 - Only jpeg and jpg formats are allowed.

Scanned signature

- Signature must be on white background with black/ blue ink pen.
- o Signature image must be cropped to a 3 cm X 7 cm box.
- Permissible image size: 50-100KB
- Only jpeg and jpg formats are allowed.
- Scanned copies of marksheets/ grade cards for all school/ college/ university examinations taken, starting with the 10th standard or equivalent
 - Uploaded image size: less than 200KB
 - Scan to be done in 100dpi only.
 - Only jpeg, jpg, bmp, pdf formats are allowed.
- Scanned copies of valid caste (SC/ ST/ OBC-NCL) and/or disability certificates as applicable
 - Uploaded image size: less than 200KB
 - Scan to be done in 100dpi only.
 - Only jpeg, jpg, bmp and pdf formats are allowed.
 - Note: OBC-NCL certificates issued prior to April 1, 2019 will not be considered to be valid
- Employment details (non-mandatory) if applicable
 - name of employer(s)
 - o corresponding duration(s) of employment
 - corresponding designation(s)/ position(s)
 - o corresponding nature of work/ experience including publications (if applicable)
- If seeking waiver from written tests, scanned copies (size ≤ 200KB, resolution ≤ 100dpi, jpeg, jpg, bmp and pdf formats) of
 - INMO Certificate issued by NBHM (for B.Stat./B.Math.)
 - o GATE score card (for M.Tech. (CS/CrS))

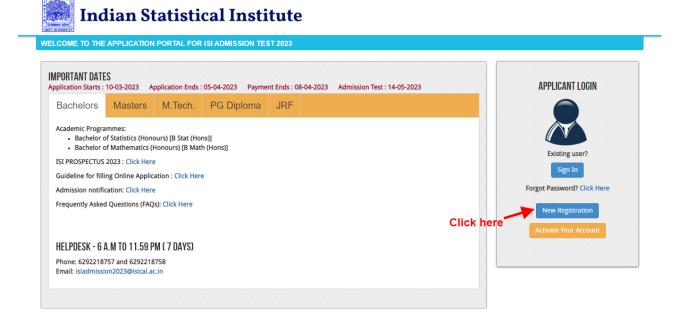
For payment of application fee

Credit Card/ Debit Card/ Net Banking Details as required.

REGISTRATION

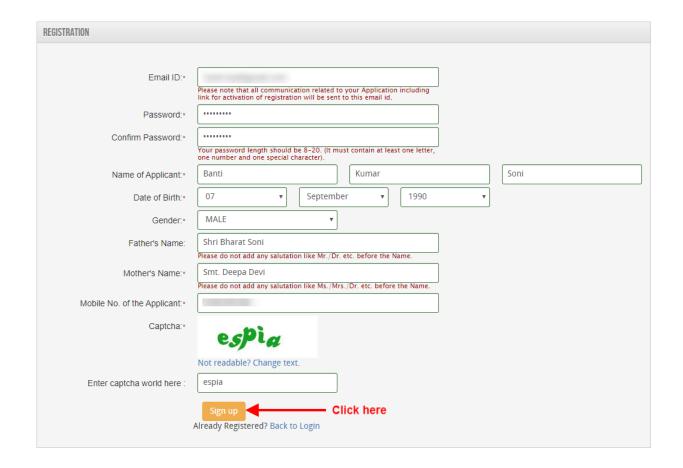
On clicking the link https://isical.ucanapply.com, you will be directed to the webpage of the Application Portal for the ISI Admission Test 2023, having an Applicant Login Box.

On the right side of the page, in the APPLICANT LOGIN box, there is a link for New Registration just below the Sign In button. Please click on this link.



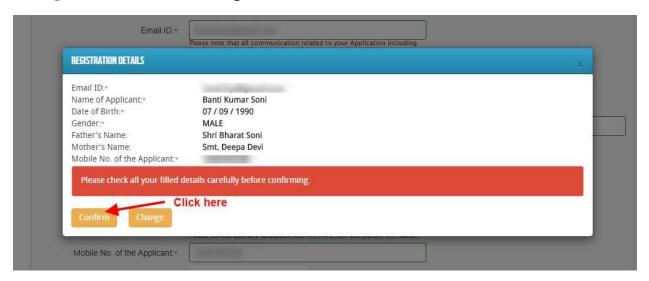
When you click on the link you will be led to a Registration Form (shown on the next page) asking for various details. Each mandatory field is identified through a red asterisk. These fields cannot be left blank. After you fill in the details, you can click on the Sign up button at the bottom to complete the registration process.

Registration Form



PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. THEREFORE, PLEASE ENSURE THAT YOU DO NOT PROVIDE ERRONEOUS INFORMATION IN THIS FORM.

When you click the Sign up button here get a new pop-up containing Registration Details provided by you. For confirmation, please click the Confirm button at the bottom to complete the registration process or click on the Change button if some changes need to be made.



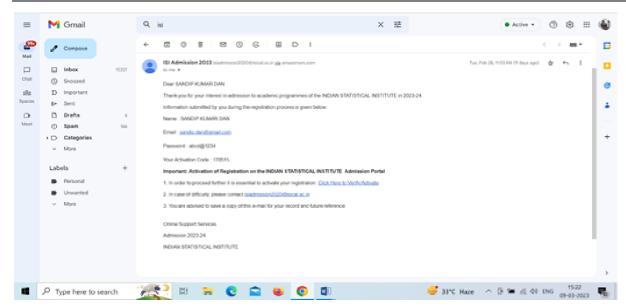
Activation and Validation of Registration

On successful submission of registration details, you will be shown a confirmation message on the screen.



You will receive an email (see next page for format of this email) on your registered email address (the email 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 should click on this activation link to confirm and complete your registration process. You will also receive an SMS on your registered mobile number with the same information.





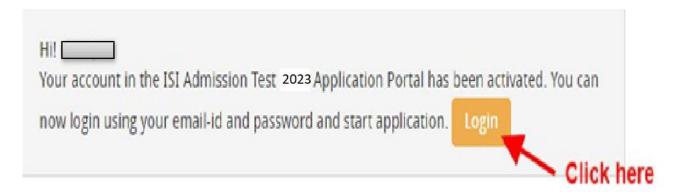
You can also activate your account by clicking on the Activate Your Account button on the login page.

Note: This confirmation and activation link email might end up in your Spam Folder or Junk Folder. So, in case you do not find the registration confirmation email in your Inbox, please check your Spam Folder or Junk Folder. If you find this email in your Spam Folder or Junk Folder, please report it as Not Spam and/or add the sender (ISI Admission 2023) to your contact list so that the subsequent emails from it always reach your Inbox. Always check your Spam Folder or Junk Folder for emails from the ISI Application Portal.

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



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.



On successful validation, you will be directed to the My Application Section where you will be able to select the programme that you wish to apply to.

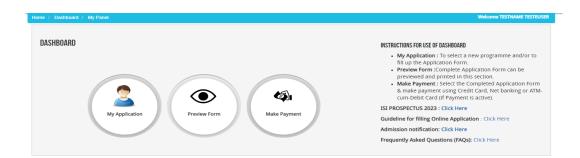
APPLICATION PROCESS

After activation and validation of your Registration on the Indian Statistical Institute, you can log into the Application Portal at https://isical.ucanapply.com





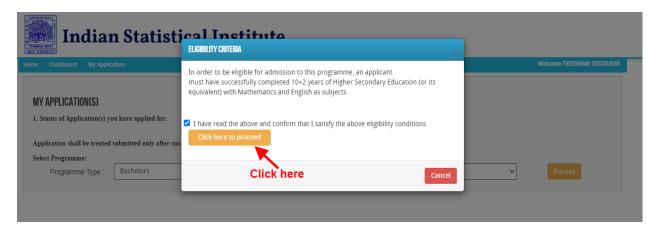
After signing in via the pop-up window shown above, you will be directed to the Dashboard as shown below. To start a new application or to return to an existing saved application, click on the My Application Button.



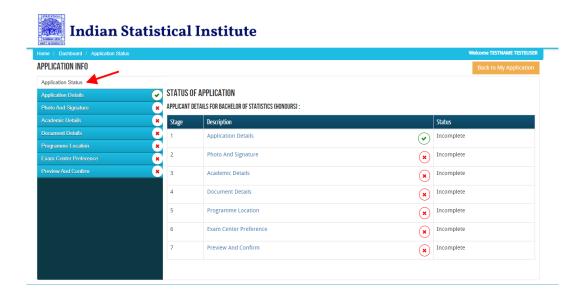
You will be taken to the following page where you can select the programme you wish to apply to as well as the centre of choice.



After you make your selection and click the Proceed button, you will see a popup window (as shown below) with the eligibility criteria for the selected programme. You are expected to go through the matter carefully and ensure that the conditions apply to you. You can proceed further only after you check the box to confirm that you have read the information provided and that you satisfy the eligibility conditions.



You will then be directed to the APPLICATION INFO page which is shown below.



Note: Each mandatory field in the application form has been marked with red asterisk. They MUST be filled up, else you will be not be allowed to save the information entered to the form and proceed further.

On the APPLICATION INFO page, click on the Application Details tab to start the application process. A specimen of the page is given below.

Applicant Details

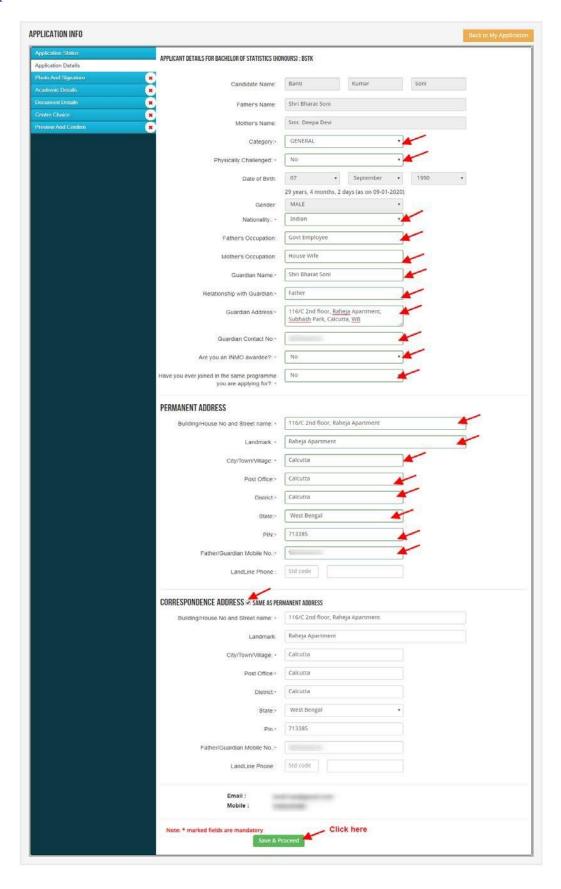
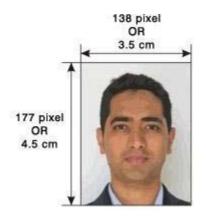


Photo and Signature Upload

After filling up the Application Details and saving it successfully, you will be directed to the Photo and Signature page (given at the bottom of this page), where you will have to upload image files with your photograph and signature as follows:

Step 1: To upload the image file of you scanned passport size colour photograph, click the Choose File button on the left. To upload the selected file, click the Upload Photo button at the bottom.

The image file to be uploaded should contain a clear colour photograph

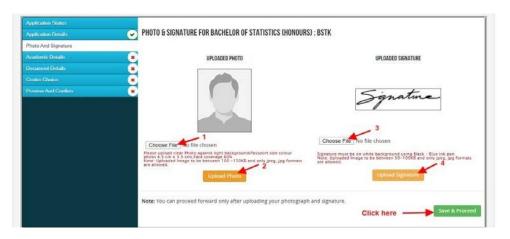


against a light background, of size 4.5 cm x 3.5 cm with face coverage 60%. Its size should be in the range 100–150 KB; only jpeg and jpg formats are allowed.

If you face any problem in uploading your photo or if it is rejected by the system for exceeding the size limit, then you can try to upload it after resizing it with the Crop of any standard photo editor.

Step 2: To upload the image file of your scanned signature, click the Choose File button on the right. To upload the selected file, click the Upload Signature button at the bottom.

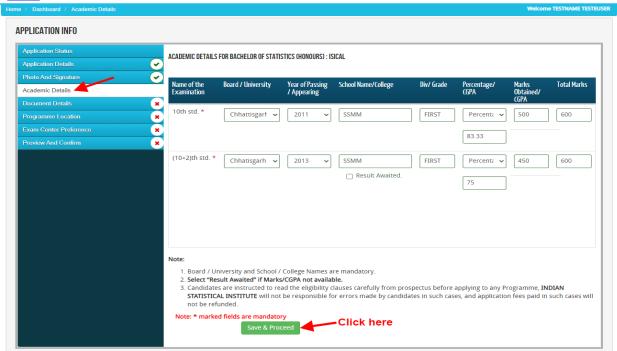
The signature must be on a white background using Black / Blue ink pen, and it scan should be cropped to a 3 cm \times 7 cm box. The file size should be between 50 and 100 KB in size and in the jpeg or jpg format.



Academic Details

After successful upload of your photo and signature, clicking on the Save & Proceed button at the bottom of the page will take you to the Academic Details section (see the screenshot given below), where it is mandatory for you to enter details (including results) related to your academic career, starting from the 10th standard examination right up to the qualifying examination for the programme that you are applying for.

Indian Statistical Institute



Please ensure that the information you have provided in this section is accurate before saving and proceeding.

Document Details

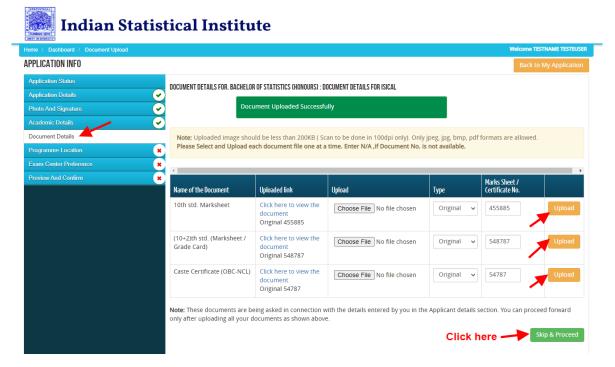
After filling up the Academic Details successfully, when you click on the Save & Proceed button at the bottom of the page, you will be directed to the Documents Details section, where you will be required to upload scanned copies of all relevant documents.

Please make sure that the size of the image file for each document is less than 200KB, the scan has been done at a maximum resolution of 100 dpi, and the format of the image is jpeg, jpg, bmp or pdf.

Documents to be uploaded include

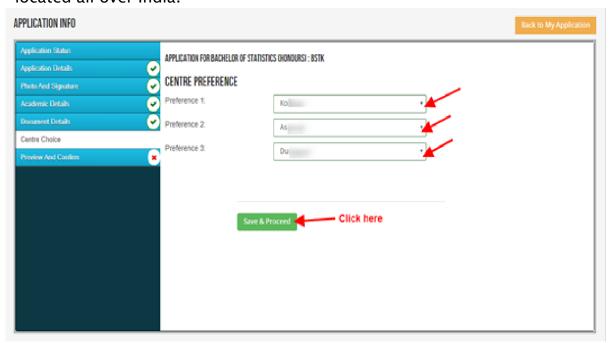
- Marksheets/score cards of all examinations passed, from the 10th standard to the qualifying degree.
- valid caste (SC/ST/OBC-NCL) and/or disability certificates as applicable
- · supporting documents for written test waiver, like
 - o INMO Certificate issued by NBHM (for B.Stat./B.Math.)
 - GATE score card (for M.Tech. (CS/CrS))

Please select document files one at a time for uploading. The figure below illustrates the sequence (1, 2, 3, 4) in which you should proceed.



Centre Choice

After successful completion of the document upload process, by clicking on the Save & Proceed button at the bottom of the Document Details page, you reach a page where you can indicate your Centre Preference, that is, you can choose three cities in order of your preference as centres where you would like to appear for the ISI Admission Test 2023. This Test will be conducted in 66 cities located all over India.



Preview of Application

After an applicant completes filling up all the sections of the Application Form, s/he can preview the entire form by clicking on the Preview and Confirm button on the left of the screen. In case there is a need to edit certain details, he/she can do so by clicking the Cancel button at the bottom. To confirm the details entered, the candidate must tick the checkbox at the bottom of the page and click on the Confirm & Submit button. Once confirmed, the application form cannot be edited any more.

You can also preview your form from the Dashboard.

The layout of the Form Preview page is shown below.

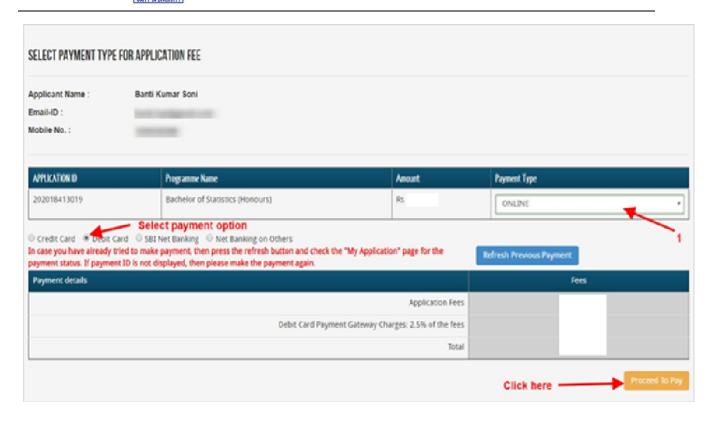


The Proceed to Payment button become available at this point (see next page). By clicking on it you can reach a page from which you will be directed to the payment gateway. Online payment of the application fee can be made here through credit/debit card or net banking.

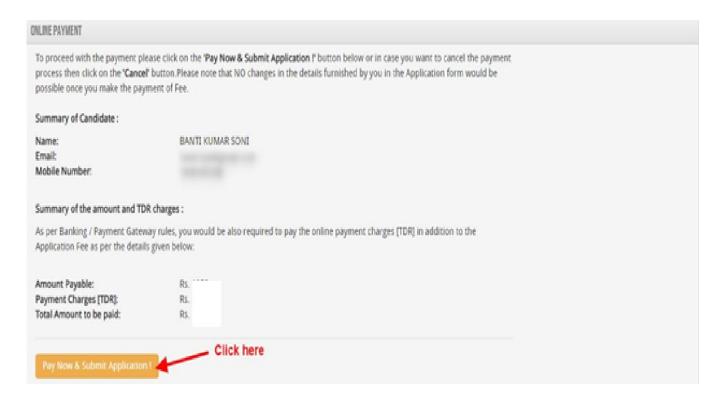


Payment of Application Fee

On the page that you reach at this point (see next page), you will find a dropdown menu for Payment Type with a single option, namely, ONLINE. Select this as well as one of the four payment options available, namely, Credit Card, Debit Card, SBI Net Banking and Net Banking on Others. The application fee that you will need to pay is displayed now on the right side of the screen, together with the applicable payment gateway charges, which vary with the payment option selected.



When you click on the Proceed to Pay button at the bottom of the page, you will reach a page (as shown below) which displays a summary of the online payment you are required to make.



On clicking the Pay Now & Submit Application button at the bottom of this page, you will be directed to the payment gateway powered by Razorpay.

After successful payment you will get a Transaction Details message confirming that your online application has successfully been submitted. It will also provide your unique Order/Payment ID which will also be shown on the top left corner of your Application when you view it from your Dashboard. You will also receive a confirmatory email from EBS, the payments service provider.

Within twenty-four hours of successful payment of application fee, you should receive a confirmatory email to this effect from ISI ADMISSION 2023 (isiadmission2023@isical.ac.in). A computer-generated receipt for the fee paid by you will be appended to your Application and can be viewed from the Dashboard. Your Application Status will also confirm that you have completed the payment with success.

In case payment fails for some reason, you can always initiate the process again through the Dashboard.