[Important Instructions for Applicants/Candidates filling AIIMS - MBBS Online Application Form]

- Open the website of All India Institute of Medical Sciences. The URL of the website is https://www.aiimsexams.org.
- The home page as shown below appears on the screen.

By clicking Academic Courses tab, a Candidate can navigate to the desired course i.e. MBBS to register him/her self to appear in MBBS Entrance Examination.
<table>
<thead>
<tr>
<th>Branch</th>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>Super specialization</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>MEBS</td>
<td>MD/MS/MCh(6yrs)/OM(6yrs) MD (Hospital Administration)</td>
<td>DM MCh Fellowship Programme</td>
<td>PhD</td>
</tr>
<tr>
<td>Dentistry</td>
<td></td>
<td>MDS AIPGDE</td>
<td></td>
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</tr>
<tr>
<td>Nursing</td>
<td>B.Sc. (Hons) B.Sc. (Post Basic)</td>
<td></td>
<td>MSc (Nursing)</td>
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<tr>
<td>Biotechnology</td>
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<td>M Biotech</td>
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<tr>
<td>Paramedical</td>
<td>B.Sc. (Hons) in Medical Technology in Radiography Bachelor of Optometry</td>
<td></td>
<td>MSc</td>
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</tr>
</tbody>
</table>

Select the course to go to the respective page for details
Online Application for MBBS Entrance Examination is a Six (6) steps process, all Six (6) steps are mandatory and must be completed before Application closing date i.e. 23.02.2017.

For New Registration, click on Click Here button on New Registration Page. For already registered candidate, enter Candidate Id, Password (already sent on registered email id) and Captcha and then click on Login button.

Applicant must ensure that their mobile number is not registered with DND (Do Not Disturb) service. Applicant must check his/her Email Inbox, Junk mail and Spam after registration to get Login Credential for complete Application process.
Instruction Page

On clicking the **Click here** button Next page shown will be the “**Instruction Page**” that contains the information regarding the various steps of registration form.

After reading all the instruction given on the page, click on “**Proceed**” button.

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**Instructions for Registration**

- Online Registration is a 6 Step process. All Six (6) Steps of Online Application Process should be completed before closing date as per the Advertisement. To avoid last day rush and disappointment, it is advisable to complete online registration well before closing date. Incomplete application form or with wrong or deliberately concealed information is liable to be straight away rejected without any intimation.

- Before proceeding to register for AIIMS MBBS January 2017 you must ensure that you have read and understood the eligibility criteria of MBBS as your form can be rejected at any stage due to ineligibility.

**Step 1. Registration:** Applicant should fill correct basic details like Full Name, DOB, Category, Gender, Email, Contact No. etc. subsequently to get Login credentials.

- After completion of 1st Step of Application, Applicant will get SMS and Email intimating about Login Credentials (If SMS or Email is not received, Call Helpline immediately).

- Login with the credentials provided and change password on first time login. Password length should be between 8-10 characters. Please remember your password and do not share it with others.

- After completion of 1st step of Application process, My Page will be generated for each applicant bearing his/her entire information as filled by him/her. My Page will provide information regarding Due Dates, those should be completed before closing date; Admit Card & Result.

**Step 2. Fee Payment:** Payment of Application Fee can be done online through Debit card/Credit card and Net Banking.

- After successful payment of Application fee, take printout of payment receipt bearing Unique Registration Number which can be used for future correspondence.

**Step 3. City Choice:** Select Examination City from available list carefully. City availability list shows the real time status of seats in a city. City once selected cannot be changed later.

**Step 4. Qualification & Address details:** Fill correct Qualification & Address details like Qualifying Examination Name, Status etc. and also fill Address details.

**Step 5. Upload Images:** Applicant is required to upload a recently taken digital scanned Photograph, Signature and Thumb Impression in JPG/JPEG format. The digital size of the Photograph file must be between 10 KB-100 KB and digital size of Signature and Left Thumb Impression file must be between 10 KB-50 KB, failing which applicant will not be able to upload images and complete registration process. The photograph to be uploaded must be taken within 6 months from on-line registration opening date.

**Step 6. Print Application Form:** Applicant must take print of Application form and must check all information filled in the Application form carefully before final submission of registration form. After submission of Registration form no request for correction/changes will be entertained. Taking print of Registration Slip is essential.

- Applicant need not to send hardcopy of Application Form or any other document to Exam Section, AIIMS. Always keep application form and payment receipt with you for future references.

- No written acknowledgement will be issued for the receipt of the application. However, the applicant can verify Application completion status on www.aiimsneer.una.gov.in after submission by login. If you see any discrepancy, call us on Helpline No. 8510000247, 8582649110

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Step 1: Registration

Candidate should fill in all the required information in the registration form like Candidate full name, Father Name, Mother name, DOB, Category, OPH Status and Nationality etc. and Read the Declaration of Eligibility carefully and give consent on it before Registering himself/herself.

On clicking the “Proceed” button Next page shown will be the New Candidate Registration Details to be filled. (All fields are mandatory except # marked fields).
After filling the required information then click on “Register” button.

After clicking the button a message will appear on screen containing ‘Candidate ID’. An Email and SMS will also be sent to registered E-mail Id and mobile number having Login Credentials i.e. Candidate ID and password.

Please note this candidate id for future references.
a) Change Password

Login with the provided login Credentials i.e. **Candidate Id and Password** and correct **Captcha**. On first time login, candidate has to change password through **Change Password** page.

**Re-login** with the new changed password to complete due steps of Application Process.
b) Candidate Information Page (Dash Board)

After logging in with Candidate Id and password, the next page appears will page will show the all Six (6) steps of Application Process. First step is new candidate Registration for MBBS Entrance Examination.

The color of the Number of the Step in Navigation Bar will change from RED to YELLOW as the steps get completed and candidate can jump/go to any steps among the completed steps at any time.
c) **Edit Information Page**

Candidate should re-check the filled in information, in case there is some error in the information filled in the form. Candidate can edit some information by clicking on **EDIT button**. It will redirect candidate to **Registration page** where some information can be edited.
Click on Update button to go to next step of Application “Make Payment”.

Step 2: Make Payment

On Clicking “Proceed” button candidate navigates to Make Payment page to pay Application Fee. Payment of Application fee can only be done through Online Mode i.e. Debit/Credit card and Internet Banking.

Candidate can check available cities by clicking on Check City Choice Status before Payment
Candidate can choose the payment mode of his choice from various options available to pay Application Fee.

To pay Application fee through Credit/Debit Card, candidate should enter the information asked for, to pay through on line mode and click on PAY button.
To pay Application fee through Net banking, candidate should Login with your credentials of net banking and click on submit button to proceed for payment.

Application fee amount will reflect in the form and candidate should check the details carefully before clicking Confirm button.
Candidate must remember to take printout of Payment Receipt as a proof of successful payment of Application fee by clicking on **Print** button.
**Step 3: City Choice**

The third step of Application is **City Choice** for entrance examination. After successful payment of Application fee candidate will be directed to **City Choice Page** by clicking the Proceed to Step 3 button.

The City availability list shows the real time status of seats available in a city.

*“City once chosen cannot be changed, so pay at most care while opting city”*
Step 4: Qualification & Address Details

After third step of Application process is completed, the next step is to fill **Qualification & Address Details**. Candidate should fill all the information asked for regarding Qualifying Examination like Name, Status, and Board of Exam etc. and complete permanent and correspondence address.

Those with CGPA Grade only will have to apply the conversion Factor in the Application Form. The Conversion Factor should be as approved by their respective Examination Board.

After filling all required information candidate should click on **Proceed to Step 5** button to go to next step.
**Step 5: Upload Images**

In 5th step of registration form, Candidate need to upload his/her latest passport size Photograph, Signature and Thumb Impression. The supported digital image format includes .gif, .png, .jpg/jpeg.

**Upload Images**

First read the instructions given regarding **Photo, Signature and Left Thumb Impression** upload. To upload image click **Choose File** button and browse to path where the image is stored. You can see the preview of the uploaded images. Please refer to **Sample Images** provided on the page, if you are satisfied with the preview of images, click on **Accept** button else try again to upload the images. After uploading all three required images, give consent on the declaration and click on **Proced to step 6** button.

*Note: Images once uploaded cannot be changed later so candidates are requested to pay due attention while uploading the images.*
Step 6: Print Application Form  *(This is the most important step of Application process)*

The sixth and the Last Step is **Print Application Form**. Candidate must take print of Application Form once all steps of Application are completed. Click on **Proceed** button and take printout of Application Form.

Application Form contains all the details provided by candidate during on line registration i.e. Personal Details, Payment details, City Choice, Qualification & Address Details and Uploaded Images etc.
Check all the details in Application Form carefully, if some entered information is to be corrected/edited then click on edit button, do the necessary corrections and then click on Final Submit button.
Candidate shall get an **Acknowledgement Mail** from AIIMS on click of **Final Submit** button.

If **Final Submission of Application form is not done**, **Acknowledgement mail will not be sent and Application will be treated as Incomplete**.
Take the print of the Application Form before final submission of form. Candidate can take the print out of the Application Form by clicking on Print button.

After clicking Final Submit button, color of buttons in navigation bar of will change to Yellow.

The submitted registration form will be reviewed for the uploaded images and the eligibility of the candidate. The review process of the uploaded images may take 7 to 10 days.

Candidate Logout automatically after Completion of Application Form is done successfully.