1 URL - https://ses.niauniapps.in

2 Candidate Credentials to register

Username * ➔ Only lower case alphabets & digits allowed.
E-mail * ➔ FOR VERIFICATION BY CODE
Password * ➔ PRESERVE FOR LOGIN

3 VERIFICATION TO LOGIN.

E-mail Verification Code *

Please check your e-mail and enter the verification code to continue.

4 4.1 Create New Application

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 - 2021</td>
<td>UG,2020,21</td>
<td>UG 2020-21 (For already enrolled students)</td>
</tr>
</tbody>
</table>

4 DIGIT CODE RECEIVED IN EMAIL, CLICK ON VERIFY

CLICK HERE
4.2 **Edit* Application**

* IF the application is in correction stage ➔ click on view

**STEP 1 – Student details ➔ CREDENTIALS FILLED BY CANDIDATE**

**Application No.: 1 / UG 2020-21 (For already enrolled students)**

**1. Student Details**

- **Student’s Full Name**: test1
- **Gender**: Male
- **Date of Birth**: YYYY-MM-DD
- **Student’s Mobile**: Student’s Mobile

**CLICK for NEXT STEP**
6 **STEP 2 – Guardian details ➔ CREDENTIALS FILLED BY CANDIDATE**

![Application Details](image)

7 **STEP 3 - Documents - TO BE UPLOAD BY CANDIDATE**
- Photo and sign – .jpg format (should be less than 1MB in size)
- Other relevant documents – .pdf format (should be less than 3 MB per document.)
- *(Please keep scanned copies of relevant documents ready for upload)*

After successful upload of all required documents, the application will be submitted.

8 **STEP 4 - Application Review**

![Application Details](image)

9 The application will be verified by the institute authority.
- All fields have to be verified by the institute authority.
- If any field in the application has any discrepancy/corrections, the same will be moved to “correction”.
- The Candidate will receive an email about this on the registered mail id.
- The Candidate has to login and make corrections as mentioned by Approving staff and submit the application.

The staff has to re-verify the form/application and if found correct in all aspects, will be approved.