

## Frequently Asked Questions (FAQ) For PG Application Process

### 1. I am encountering Form Submission Failure

Please use Mozilla Firefox Browser for filling up the application.

### 2. How to make payment after submitting the application?

After filling up all the mandatory fields, you have to submit the form by clicking on preview and submit button at the end. Then again, move to home page. There you will find payment status which will come up as Incomplete. Click on it and pay the fees according to the mentioned payment procedure. Once you pay the fees, the status will show as complete.

### 3. There is error coming in uploading Pdf file/ Not able to upload pdf file

Please make sure that you do not use any '.' (dot) or space in pdf file name. For example, *abc.1.pdf* or *abc .pdf* will not be supported.

### 4. My User ID and Password is not working

Firstly, make sure in case you are doing copy & paste of your password, then it should not contain any space or blank in it. Also, you can use Forgot Password to get the new password.

### 5. There is Error coming in filling up address

Do not use any special character like -,., etc.. while filling up the address.

### 6. I am unable to login in the portal (using wrong registered id)/ Invalid User Name and Password

Please check your registered email id which you have used while filling up the application.

### 7. Data is not shown properly in the portal?

It seems that you are using a mobile/tablet device for filling it up. It is recommended that you use a desktop or laptop for entry as such issues may not arise there.

### 8. Can I update/ edit records in the submitted application?

No, you cannot update/ edit the application once submitted.. Further, no request for any change in the form will be entertained.. So, please fill the form carefully and check thoroughly before submitting the form.

### 9. Transactions related issue (Failed/Incomplete/ No card available)

Please check with your respective bank.

### 10. University Name/ college Name not appearing in the list

Please choose "Others" in the list and then provide name of the university in the box provided.

### 11. Want to add more grades than normal semester pattern (for eg. Trimester system)

For entering your grades please go to Academic Details page and under that, select

'Evaluation Pattern ' as Semester and then you can add 'CGPA/ Marks obtained' by adding more rows (by clicking on + button) respectively.

**12. I left uploading some documents by mistake. What should I do?**

You may contact the respective Department/ Centre/ School. Please note that no change in the form can be made once the form is submitted.

**13. Is COAP number mandatory while applying for any program at IIT Delhi?**

Yes, COAP number is required when someone is applying for any M.Tech. programme as a full time candidate through GATE at IIT Delhi. It is not required for part time and sponsored candidates. For more details regarding COAP, please visit <https://coap.iitkgp.ac.in/>

**14. I forgot to fill my matriculation details in the application form. Is there any chance to fill the same?**

It is not mandatory to fill the 10<sup>th</sup> details, as the basic qualification is 10+2 in application form. 10<sup>th</sup> certificate is required just for D.O.B. verification purpose.

**15. Out of CGPA or SGPA, which should be filled in semester wise and overall column of qualifying details section?**

SGPA should be filled in the semester wise details and CGPA should be filled in overall column.

**16. I want to upload my NOC in the form, but I didn't find any option to upload the same ?**

It is not mandatory to upload the NOC document in the application form. NOC is required at the time of test/interview, if shortlisted.

**17. I don't have my Birth Certificate/ High School(X)/ Date of Birth Certificate/Caste/Category Certificate/ Qualifying Degree/ Mark Sheets at this time. Am I eligible to apply?**

Yes, you are eligible to apply. But you have to upload an undertaking stating that "You will provide the required document at the time of test/interview/registration, if shortlisted/selected at IIT Delhi".

**18. My OBC-NCL certificate is 2 years old. Is it ok to apply with it?**

No, it is not okay. Your OBC-NCL certificate should not be older than one year. Moreover, it should be in proper format and from competent authority.

**19. What should be the appropriate format and size for uploading a document in my PG application?**

Your documents should be in PDF format and less than 2 MB size.

**20. Which browser is compatible for using PG admission portal?**

Mozilla Firefox is the compatible browser for using PG admission portal.

**21. Which supporting documents should I have before filling the application form?**

The list of documents is as follows:

1. Date of Birth (DOB) Certificate
2. Educational Degree certificates / Mark sheets
3. Latest Photograph
4. GATE or Other National Examination Scorecards
5. Person with Disability (PwD) Certificate, if applicable
6. Caste Certificate, if applicable

**22. I am in the 5<sup>th</sup> semester of my B.Tech. Degree. Am I eligible to apply for M.Tech. at IIT Delhi?**

No, you are not eligible to apply. You should be in the final semester of your B.Tech. degree for applying in M.Tech. at IIT Delhi.

**23. Will my application be considered if I don't pay the application fee before the last date?**

No, please note that applications without payment of applicable fee will not be considered for further steps of admission process.

**24. Is it possible to fill separate application form for each M.Tech. preference in a particular department?**

Separate application form should be filled for each M.Tech. programme.

**25. I have applied PhD in Civil engineering at IIT Delhi. Can I change my application to Chemical engineering later on before the last date of applications?**

No, Program Selection can't be changed later on, once you have applied for particular program at IIT Delhi.

**26. What should I fill in the option "Thesis Title" in the application form?**

You have to fill "Thesis Title" of your Qualifying degree in that option. If there was no Thesis in your qualifying degree, you may fill 'N.A.' in the column.

**27. My name on GATE Score card is different, than that of my Degree Certificate. What name should I write while Registration on the Admission Portal?**

You should write your name as per Qualifying degree.

**28. I don't have any work experience so far? What should I fill in Experience column?**

If you do not have any work experience, then you may fill zero (0) in the compulsory options (Years, Months and Days) under "Total Experience Details" section to proceed further.

**29. What should I upload under document "Statement of Purpose"?**

SOP is a document in which you can describe the purpose of your research work in a particular area. For more details, you may check with the respective Department/Centre/School. Contact details are given in the [Information Brochure](#).

**30. I am a Diploma Holder. But there is no option to fill the Diploma Details in the application form. Please guide how to proceed?**

You may fill your Diploma details under option "10+2 Or equivalent" for completing your form at this stage.

**31. My degree discipline is not available in the application form. What should I fill?**

If your discipline is not in the list, please choose the nearest matching discipline. If you are not sure about the same, please contact the PG Programme Coordinator of the respective Department. The contact details of every Department/Centre/School is given in the [Information Brochure](#).

**32. I have Dual/Integrated degree. But my degree name is not available in the application form. How should I proceed?**

Qualifying degree is that on the basis of which you are applying for the programme. So please fill details of your Master's part in the application form

**33. I want to apply for M.Tech. and M.Tech. HVA (High Value Assistantship) programs in same discipline. Can I apply through single application for both?**

No, you have to fill separate applications along with fees for applying in both the programs.

**34. I am not able to fill Gate Rank and Percentile details in the application form. Please guide what should I do?**

GATE Rank and Percentile are not required. So, these fields have been disabled in the application. You may ignore these.

**35. I am unable to distinguish that for which qualification "Statement of Purpose" and "Abstract of Thesis" documents should be uploaded. Can you please help?**

"Statement of Purpose" is for the proposed research in PhD, whereas "Abstract of Thesis" is for Thesis/ Project of Qualifying degree.

**36. I am in final semester, but I didn't get my final CGPA/marks yet. What should I fill in the "Overall Marks/CGPA" field?**

You may fill Marks/CGPA upto pre-final semester in that field and mention somewhere in the Remarks column.

**37. My question is not listed in the FAQs. Whom should I contact?**

You can write an email to the Admissions team ([admissions@admin.iitd.ac.in](mailto:admissions@admin.iitd.ac.in)) for any further queries.