General Instructions (Please read these instructions carefully before filling out the application form):-
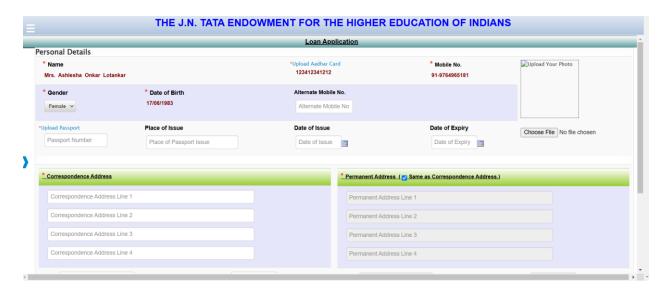
- The entire selection process has been divided into **four phases** and applicants will be informed about the status of their application at the end of each phase.

- Applicants are advised not to leave any field blank: they may write "Not applicable" wherever necessary.

- Applicants are required to save the draft while either moving to the next tab or before exiting the form each time.

- Once the application is submitted, applicants cannot make any changes. If they wish to make any changes/corrections they are required to send an email to jnteapplication@tatatrusts.org quoting the reference number which appears on the top left side of the application form.

- Each tab in the application has a character limit.

- Applicants are required to provide only such information for which they have supporting documentary evidence. All documents should be uploaded in a **grayscale pdf** suitably named to identify the nature of the document being shared.

- Profile Photo should be uploaded in 500*500 pixels in jpeg format.

- Applicants are required to validate the application form before final submission, after which applicants will not be able to make any changes.

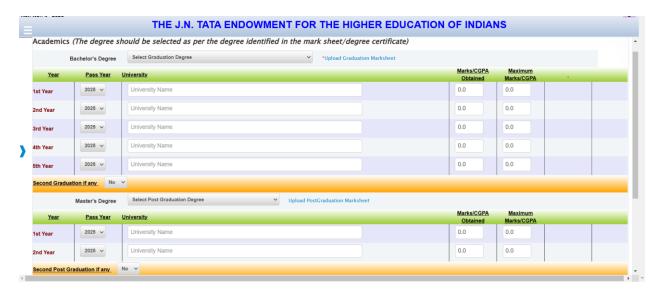**Phase-wise instruction**

PHASE I

Application Form:-

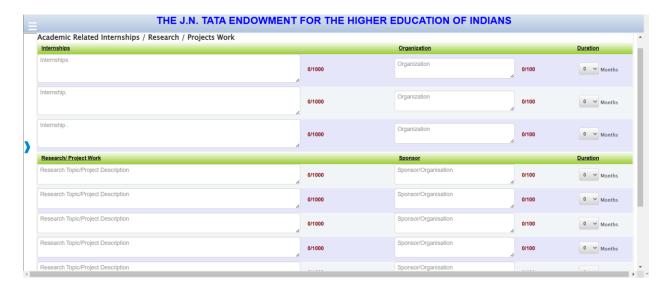**1st page - Personal Details**

- Applicant needs to fill in personal details such as an alternate contact number, passport details, correspondence, and permanent address.

- Mandatory documents to be uploaded are Aadhar card, Passport (first & last page), and Applicant's photo.

2nd page - Academic section

- Applicants should mention either the marks or the CGPA scores secured along with the total marks/CGPA they have been scored against.

- Kindly note that marks/CGPA is a numerical field and will not accept any alphabetical characters.

- Applicants have to mention the degree name as per the degree identified in the marksheet / degree certificate.

- In case an Applicant has more than one Bachelors / Masters / Ph.D. degree, they are, required to provide information related to all of them.

- It is mandatory to upload the transcripts/marksheets supporting each academic qualification. Please merge all of these into **one** grayscale pdf for uploading.

3rd Page – Academic Related Internships / Research / Project Work
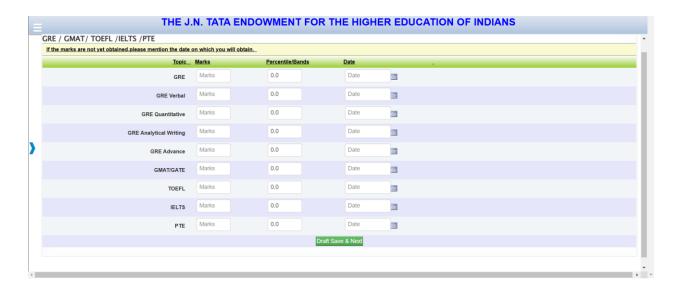

- Applicants should mention only those internships/research works which are relevant to the Applicants current curriculum or proposed course of study.

- Published research work paid for by the Applicant will not be considered. So please don't mention it.

- The Applicants will be required to upload the documents only if selected for Phage 3 at the interview stage.

4th Page – Extra-Curricular Activities

- Applicants should only fill in details and will be required to upload the documents only if selected for Phase 3 at the interview stage.
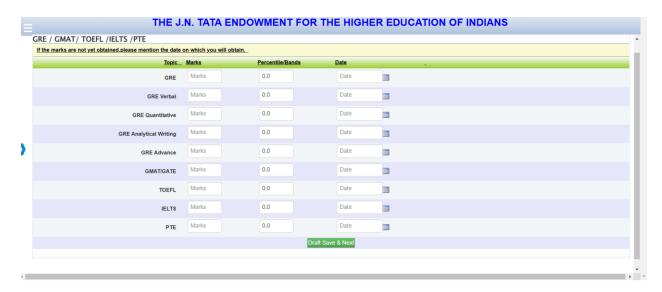
5th Page - GRE / GMAT / TOEFL / IELTS / PTE Score

- Applicants are required to upload the required scorecard/s at the time of the interview.
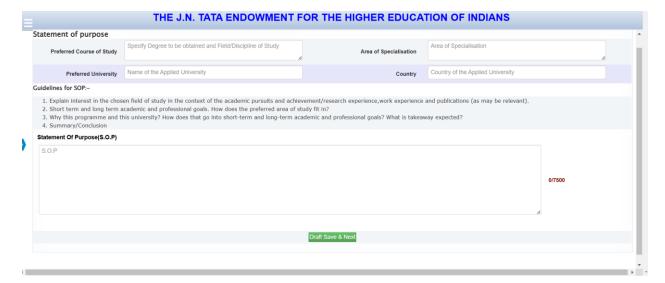
- Applicants who plan to reappear for any of these tests should update their scores through an email to jnte@tatatrusts.org quoting the reference number (which appears on the top left side of the application form.)

- Applicants who have taken multiple language tests (TOEFL/IELTS/PTE) are required to mention only **one.**

- If these scores are not part of the eligibility criteria for the proposed University, the applicant may mention/NA/NIL/Zero.

6th Page – Work Experience

N.B.:- This section should not contain any information related to internship/voluntary work.

- Applicants can mention the details of their full /part-time employment.

- Documents to be uploaded include a work experience certificate from a previous employer, appointment letter of an existing employer, and salary slip for the last 3 months.

7th page – Statement of Purpose (SoP)

- Applicants are required to mention the proposed course of study, specialization, University (only the **one** preferred in case the admission letter has not been received yet), and the country of study.

- The SoP - carries considerable weight in the selection process and while there is no set template for the same, it is expected that the content be written by the applicant and be free of plagiarism and biographical details. The narrative should not exceed 800 words. The SoP should clearly convey the thinking behind your academic choice and the preferred / chosen University and how the same ties in with your academic qualifications, work experience if any and career goals/ plans; both short term as well as long term.

- Applicants will be questioned during the interview on what they claim to have done; applicants are requested to not mention anything that they have done but forgotten.

End of Phase I