



Guidelines to fill up the Online Application Form for Jamia Millia Islamia (JMI), University for the Academic Session 2022-23

Applicants are required to keep the following things ready before applying:

1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over (and subsequently, if admitted).
2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc till the admission process is over (and subsequently, if admitted).
3. Good internet connectivity.
4. A recent **scanned** passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of the scanned photograph should not be more than 200KB).
5. Your **scanned** signature in **Blue/Black** ink on white background (for scanning and uploading in "jpeg" format only. File size of the scanned signature should not be more than 100KB).

Steps to be followed for filling the online application:

The entire process of filling the online Application form can be completed as given below.

The steps are:

1. Register yourself for the online application process at https://jmi.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00Q.
2. Activate your online Application with the Activation Code received on your Email ID during the registration process.
3. The applicant is required to fill his "Personal Information" after registration only. The application form will appear on the screen. The applicant is required to fill up the details in the application form.
4. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature one by one.
5. In the next step, the applicant may be required to fill the Educational Information (as per requirement).
6. Once all the details are filled in, the candidate is required to Review the details entered and Confirm. No editing will be allowed once the application is confirmed by the student.

Step by step guide with screenshots for the complete process is given below.

Step 1: Please click on "Click here to Apply" link given on the home page of the https://jmi.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00Q Application Portal from the JMI website.



Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "New Registration". Please click on this link.

QUICK TIPS

IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE

Online Admission Form for Centre for Distance and Online Education(CDOE) Academic Session 2022-23

The Government of India offers 100% Scholarship to students from partner African Countries through e-VidyBharati and e-ArogyaBharati (e-VBAB) Network Project to pursue ONLINE Undergraduate, Postgraduate, Diploma and Certificate programmes from various reputed Indian Universities/ Institutes in various disciplines including computer application, business administration and commerce, healthcare, tourism, humanities and arts etc.

APPLICANT LOGIN

Existing user?
[Sign In](#)

Forgot Password? [Click Here](#)

[New Registration](#)

[Activate Your Account](#)

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and select your course and fill up all details. These fields cannot be left blank. Once you fill the details, you can click on the "Sign up" button at the bottom for completing the registration process.

Welcome to Jamia Millia Islamia (Distance Education)

REGISTRATION

Email ID:-

Please note that all communication related to your Application including link registration for activation etc. will be sent to this email id.

Name of Applicant:-

Date of Birth:-

Gender:-

Father's Name:-

Please Don't add any salutation like Mr./Dr. etc before the Name. .

Mother's Name:-

Please Don't add any salutation like Ms./Mrs./Dr. etc before the Name. .

Create Password:-

Confirm Password:-

Your password length should be 8-20. (It must contain at least one letter, one number and one special character).

Mobile No. of the Applicant:-

Captcha:-

Not readable? [Change text.](#)

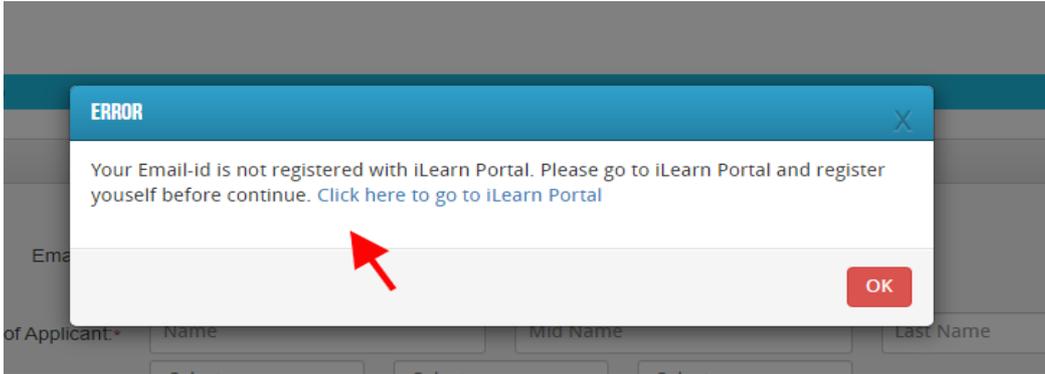
Enter captcha word here :

[Sign up](#)

Already Registered? [Back to Login](#)

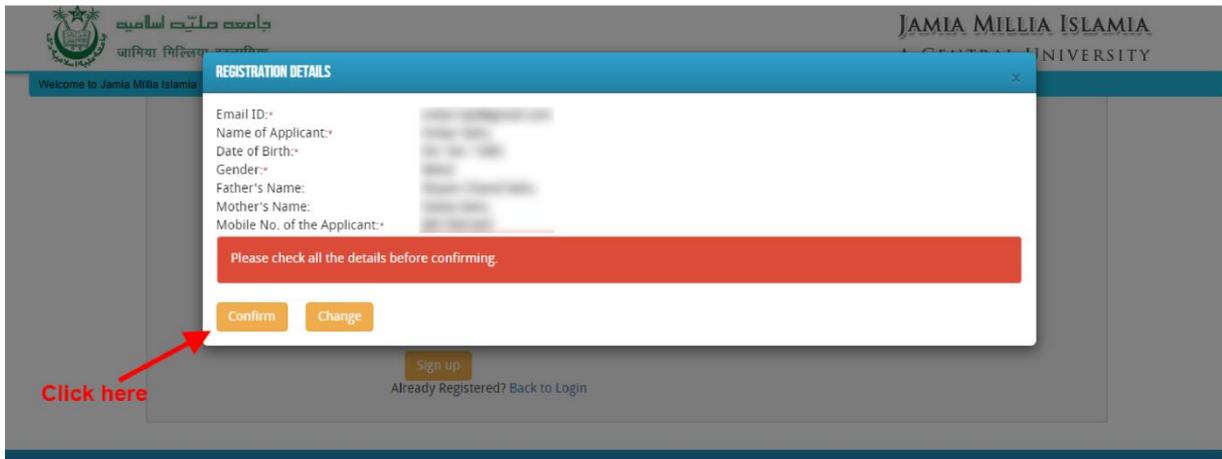
**Password needs to be entered 2 times. Both should be same. Otherwise, it will show an error.

If you show Error Your Email-Id is not registered with iLearn Portal please go to iLearn Portal and register you self before continue.



NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

When you click the "Sign up" button a new pop-up showing registration details will be displayed. Click on the "**Confirm**" button for completing the registration process.

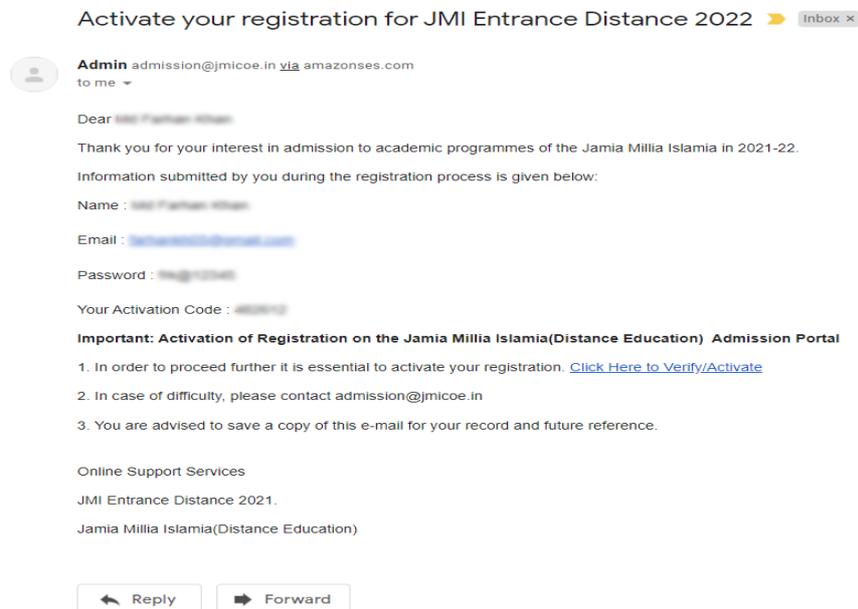


Step 4: Activation and validation of Registration:



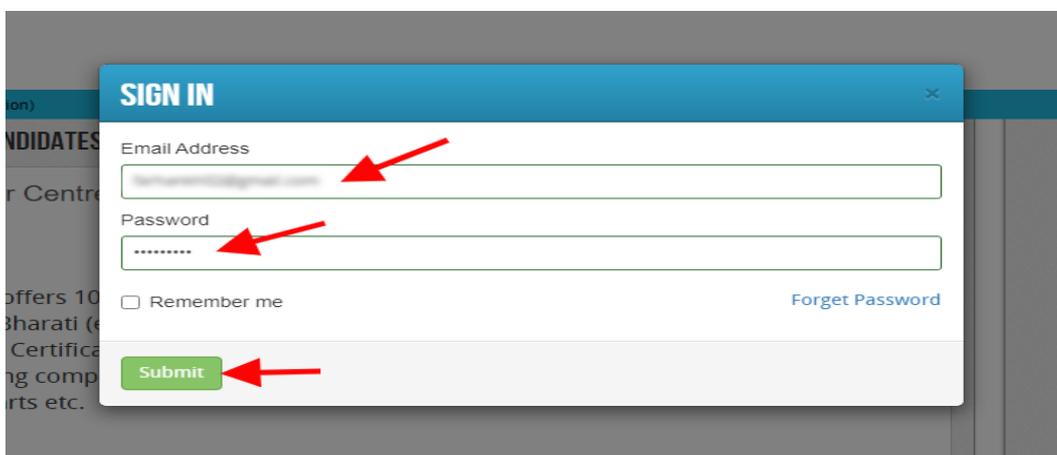


On successful submission of your registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** containing a validation code/link on the e-mail ID provided by you in the Registration Form. You should click on this activation link to confirm and complete your registration process.

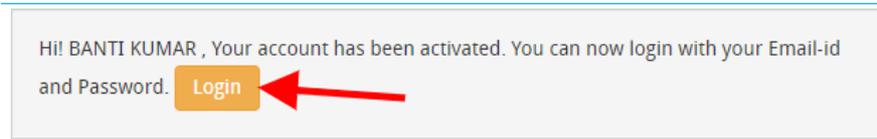


Note: This confirmation and activation link email might land in your "Spam Folder" or "Junk Folder". So, in case you don't find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder". If you find the e-mail from **admission@jmicoe.in** in your "Spam Folder" or "Junk Folder", please report it as "Not Spam" and/or add the same to your contact list so that you receive subsequent e-mails from **admission@jmicoe.in** in your Inbox. Always check your "Spam Folder" or "Junk Folder" for e-mails from the JMI Online Application Portal.

1. Click on the activation link received in the e-mail. Your account will not be activated until you click on the activation link, so, *don't forget this important step.*



- After clicking on the activation link, you will be directed to the validation page in which you are required to fill the validation code sent on your registered mobile number or Email ID. Enter the validation code received on your registered mobile number or Email ID to complete the registration process.



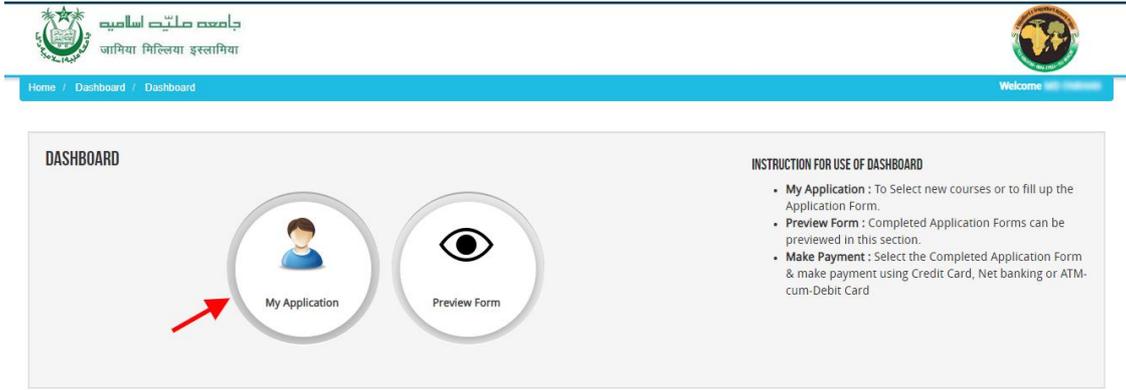
After successful validation, you will be allowed to login and you will be directed to My Application section.

How to fill up the Application form ?

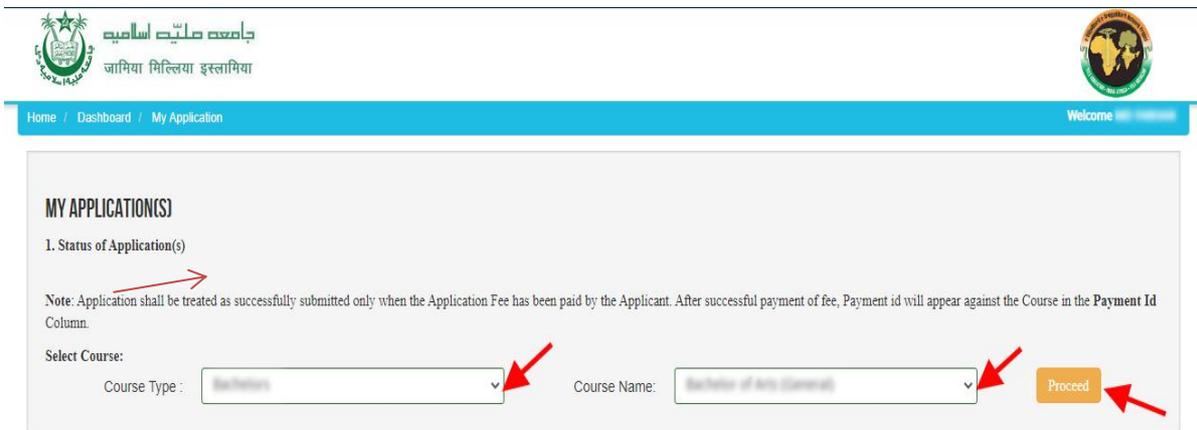
Step 1: After activation and validation of your Registration, you can login into the Application Portal.



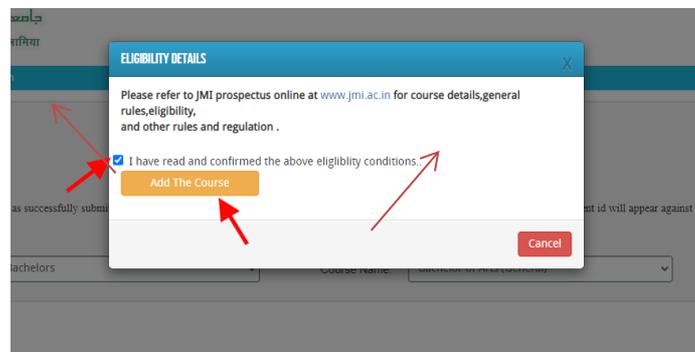
After successful login, you will be directed to a **Dashboard** page. Now click on the **My Application** tab as shown in the screenshot below.



Now on **My Application** page please select the **Course** and then click on the proceed button.



After clicking on the proceed button a Confirmation Popup will appear on your screen, Check and confirm the course details filled by you and then click on **“Add the Course button”**. As shown in the screenshot below.



In Application detail page fill up other required details correctly (As shown in the above photo)

APPLICATION INFO
Back to My Application

- Application Status →
- Application Detail ✔
- Upload Photo And Signature ✘
- Academic Detail ✘
- Document Detail ✘
- Preview And Confirm ✘

STATUS OF SUBMITTED APPLICATION(S)

APPLICANT DETAILS FOR BACHELOR OF ARTS (GENERAL) : JMI

Stage	Description	Status
1	Application Detail	✘ Incomplete
2	Upload Photo And Signature	✘ Incomplete
3	Academic Detail	✘ Incomplete
4	Document Detail	✘ Incomplete
5	Preview And Confirm	✘ Incomplete

Note: Mandatory fields have been marked with red asterix. After filling all the mandatory fields you will be allowed to 'Save" the form

APPLICATION INFO
Back to My Application

- Application Status →
- Application Detail ✔
- Upload Photo And Signature ✘
- Academic Detail ✘
- Document Detail ✘
- Preview And Confirm ✘

APPLICANT DETAILS FOR BACHELOR OF ARTS (GENERAL) : JMI

Candidate Name:

Father's Name:

Mother's Name:

Date of Birth:

37 years, 6 months, 21 days (as on 22-06-2022)

Gender:

Country of Residence :

Year:

Session:

Past Nationality:

Passport Number:

National id:

PERMANENT ADDRESS

Address Line 1:

Address Line 2:

CORRESPONDENCE ADDRESS SAME AS PERMANENT ADDRESS

Address Line 1:

Address Line 2:

Email :

Mobile :

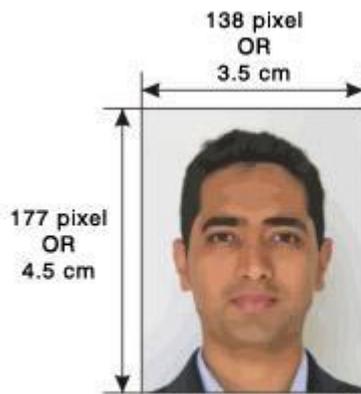
Save & Proceed →

After filling all the details click on the 'Save and Continue' Button

Photo & Two Signature (English & Hindi) upload:

To upload the image file of your scanned passport size colour photograph and signature, click on the 'Upload Photograph and Signature' button available on the left panel.

(Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



If you are facing any problem to upload your photo you are requested to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with
→ Microsoft Office Picture Manager
2. Now from the top menu bar , Click Picture → Resize
3. Now from the right side bar, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. Then save the file.

Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click on the 'Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:

APPLICATION INFO Back to My Application

Application Status
Application Detail ✓
Upload Photo And Signature
Academic Detail ✗
Document Detail ✗
Preview And Confirm ✗

PHOTO & SIGNATURE FOR BACHELOR OF ARTS (GENERAL) : JMI

UPLOADED PHOTO

UPLOADED SIGNATURE

Choose File | No file chosen
(Passport size colour photo 4.5 cm x 3.5 cm)
Note: Uploaded image to be less than 100KB and should be in jpeg or jpg format.

Choose File | No file chosen
Note: Uploaded image to be less than 100KB and only jpeg, jpg formats are allowed.

Upload Photo

Upload Signature

Note: Please upload a clear Photograph. Signature must be on white background using Black/ Blue Pen
You can proceed forward only after uploading your photograph and signature.

Save & Proceed

After filling up application click on the 'Save and Proceed' Button given at the bottom. Ensure you have filled up all the required field of the educational details.



APPLICATION INFO

Application Status
Application Detail ✓
Upload Photo And Signature ✓
Academic Detail ✓
Document Detail ✗
Preview And Confirm ✗

ACADEMIC DETAILS FOR BACHELOR OF ARTS (GENERAL) : JMI
Note: [Click here to reload page.](#)

Name of the Examination	Board / University and Roll	Year of Passing / Appearing	School Name/College	Div/ Grade	Marks Obtained.	Total Marks	Marks %
(10+2)th std.				1ST	585	650	90 CGPA

Note:
1. Result Awaited : Board / University and School / College Names are mandatory.
2. Candidates are instructed to read the eligibility criteria carefully from prospectus before applying to any Course, Jamia Millia Islamia (Distance Education) will not be responsible for errors made by candidates in such cases, and application fees paid in such cases will not be refunded.

[Save & Proceed](#)

APPLICATION INFO [Back to My Application](#)

Application Status
Application Detail ✓
Upload Photo And Signature ✓
Academic Detail ✓
Document Detail ✗
Preview And Confirm ✗

STATUS OF SUBMITTED APPLICATION(S).
DOCUMENT DETAILS FOR BACHELOR OF ARTS (GENERAL) : JMI

Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only). Only jpeg, jpg, bmp, pdf formats are allowed. In Category (OBC, SC, ST), EWS and Physically Challenged (scan copy of related document ready for upload)

Name of the Document	Uploaded link	Upload	Type	Document No.*	
Original Marksheet of Class 12th	Click here to view the document Original 5656565	Choose File No file chosen	Original		Upload
Passport	Click here to view the document Original 5656565	Choose File No file chosen	Original		Upload
National Id		Choose File No file chosen	Original		Upload

Note: You can proceed forward only after uploading your document as shown above, these document are being asked in connection with the details entered by you in the Applicant details section.

[Save & Proceed](#)

After uploading **Educational Information**, page will appear on the screen, then Click on the 'Save & Proceed' button.



APPLICATION FOR BACHELORS (2022-23)

Course Name:

Candidate Name:

Father's Name:

Mother's Name:

Date of Birth:

Sex: Male

Country of Residence:

Year: 2022

Session: July

Passport Number:

Past Nationality:

National Id:

Address For Correspondence पत्राचार का पता

Name:

Address / पتہ / پتہ:

Mobile No./ موبائل نمبر / موبائل نمبر:

Email:

Permanent Address স্থায়ী পতা

Address / পতা:

Mobile No./ মوبাইল নম্বর:

ACADEMIC RECORD							
Name of the Examination	Board / University	Year of Passing / Appearing	School Name/College	Max Marks	Marks Obt.	Marks %	CGPA
(10+2)th std.	IGCSE Programme from University of Cambridge (International Exam)	2012		650	585	90	

Uploaded Documents:

- Passport
- Original Marksheet of Class 12th

Signature Uploaded by the candidate/ تہذیبہ تنظیم / اہماریا ہذا سے اپلائیڈ ہوا

It is hereby confirmed that I have carefully read the concerned Information Bulletin available on the JMI's Entrance Test Portal (www.jmionline.in) before filling up the Application Form. I hereby solemnly affirm that the information furnished in this Online Application Form is true and correct to the best of my knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Jamia Millia Islamia shall have the authority to cancel my candidature / admission without any further enquiry or notice. I undertake that, if admitted, I shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009, Ordinances governing the discipline of students of Jamia Millia Islamia and such other Rules, Ordinances and Regulations that may be framed by the Jamia Millia Islamia/ UGC from time to time. I further undertake that the preference for the Test center, Courses, Domicile and the categories to which I belong as indicated by me in the online application form shall be irrevocable.

I CONFIRM THE ABOVE

PLEASE REVIEW THE ABOVE DETAILS CAREFULLY FOR ANY ERRORS BEFORE CONFIRMING SUBMISSION.

YOU WILL NOT BE ABLE TO MAKE ANY CHANGE AFTER CONFIRMATION OF SUBMISSION
THE FORM WOULD BE CONSIDERED SUCCESSFULLY SUBMITTED ONLY AFTER PAYMENT OF APPLICATION PROCESSING / ENTRANCE TEST FEE

Confirm & Submit Cancel

All details filled by you will appear on the screen, Check all the details properly and click on the **I CONFIRM THE ABOVE** checkbox option & then Click on the '**Confirm & Submit**' button.



APPLICATION FOR BACHELORS (2022-23)

Course Name: پارہیکرم کا نام / کورس کا نام

Candidate Name: مرحمت گزار کا نام / امیدوار کا نام

Father's Name: پیتا کا نام

Mother's Name: ماتا کا نام

Date of Birth: تاریخ پیدائش

Sex/جنس: Male

Country of Residence/مقامییت: IND

Year: 2022

Session: July

Passport Number:

Past Nationality:

National Id:

Address For Correspondence <small>پتہ پتہ کا پتہ</small>		Permanent Address <small>مقامی پتہ</small>	
Name: <input type="text"/>	<input type="text"/>	Address / پتہ: <input type="text"/>	<input type="text"/>
Address / پتہ: <input type="text"/>	<input type="text"/>	Mobile No./موبائل نمبر: <input type="text"/>	<input type="text"/>
Mobile No./موبائل نمبر: <input type="text"/>	<input type="text"/>		
Email: <input type="text"/>	<input type="text"/>		

ACADEMIC RECORD

Name of the Examination	Board / University	Year of Passing / Appearing	School Name/College	Max Marks	Marks Obt.	Marks %	CGPA
(10+2)th std.	IGCSE Programme from University of Cambridge (International Exam)	2012	<input type="text"/>	650	585	90	

Uploaded Documents:

- Passport
- Original Marksheet of Class 12th

Signature Uploaded by the candidate / برقیہ امینار / آپراری دھرا اپراریہ ہرستار

It is hereby confirmed that I have carefully read the concerned Information Bulletin available on the JMI's Entrance Test Portal (www.jmionline.in) before filling up the Application Form. I hereby solemnly affirm that the information furnished in this Online Application Form is true and correct to the best of my knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Jamia Millia Islamia shall have the authority to cancel my candidature / admission without any further enquiry or notice.
I undertake that, if admitted, I shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009. Ordinances governing the discipline of students of Jamia Millia Islamia and such other Rules, Ordinances and Regulations that may be framed by the Jamia Millia Islamia/ UGC from time to time.
I further undertake that the preference for the Test center, Courses, Domicile and the categories to which I belong as indicated by me in the online application form shall be irrevocable.

[Print](#) [Cancel](#)

After successful Submit you can click on the **Print** button and **Save** your form for future correspondence.