

## How to submit the Application Form?

1. Please note that the application has to be filled “online” only and need to be password protected.
2. **Password Policy:**  
Password policy is that in the text box enter the password with minimum length of 8 letters containing at least 1 special character, 1 numeric, 1 alphabet in upper case. Please remember the password for future use and do not share with anyone.
3. You have to submit your application directly to the Indian High Commission/Indian Embassy in your country and **not to us**. For this purpose, after filling up the nomination form, please get it endorsed by the Nodal Ministry (as advised by the Indian Mission) and thereafter, submit it to the Indian Mission for their endorsement. After this procedure, your application will reach ITEC office, New Delhi, India, for their approval.
4. **An Applicant is not to attach any documents while filling in on-line application except to enter the required information asked for. However, they are required to attach the same with the hard copy of their application which is required to be submitted to the nodal ministry duly signed by them.**
5. *Nodal Ministry is different from Embassy of India. In each country, a specific Ministry has been identified as a nodal ministry to endorse the ITEC nomination form. It could be Ministry of Industry & Commerce or Ministry of Education & Cultural Affairs so on and so forth. You may have to check up this aspect with the Indian Mission in your country.*
6. You may please send the scanned version of the duly endorsed nomination along with photocopies of relevant documents (hardcopies of educational testimonials, English Proficiency Declaration duly signed by you and Medical Report duly endorsed by a Registered Physician) to the Indian Mission at their e-mail id.
7. Target group eligible for admission is from 25 to 45 years.
8. **Last date for receipt of nomination at ITEC is 6<sup>th</sup> December, 2017.**