

# USER MANUAL FOR ONLINE SUBMISSION OF APPLICATION FORM

## Overview

The following sequence shall be observed while filling the online application form for FET 2021:

- Fill the Registration Form for Obtaining User ID and Password
- Email ID shall be validated through OTP. One Email ID can be used to register only one user.
- User ID and Password will be sent through SMS and Email
- Fill the Application Form and Upload your photograph, signature & thumb impression
- Choose your Test City
- Make payment of fees
- Take a Print out of the Filled Application Form with Transaction ID Printed on it.

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials, you can login as Registered Applicant to fill the Application form. The application may be saved at respective stage and can be re-visited to complete later.

The option of editing the information entered in the application form shall be available at a later stage to the candidates who have successfully submitted the application and made the required payment of examination fee within the window of online submission of application form. Dates for Edit window are mentioned in the Information Bulletin.

## Before you register

Kindly follow the instructions below before you start registration:

- Check your eligibility for the exams by referring to the information bulletin on the NBE website.
- Ensure you have a valid Email ID and mobile number.
- “\*” (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory.
- Keep following information ready for filling the form:
  - a. Personal details
  - b. Post-Graduation and Primary Medical Qualification (MBBS qualification) Details and respective Medical Council registration details and scanned copies of the same in PDF format,
  - c. Scanned images of your passport size photograph, signature & thumb impression (as per NBE Image Upload Instruction)

## Step 1: Registration to get User ID and Password

Go to: <https://nbe.edu.in>

- Then click on the **FET 2021** tab for which you want to fill the application form.
- Then click on **'New Registration'** and you will be directed to registration form page  
The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.
- **Name of Candidate:** This should be the same as on your Post Graduate Degree Certificate/Provisional Pass Certificate. You shall be required to produce a valid government issued ID in same name at testing venue.
- **Date of Birth:** Use the calendar icon to select the correct date of birth.
- **Gender:** Enter your gender (Male/Female/Transgender)
- **Nationality:** Please enter your nationality. Choose OTHERS if the name of your country is not listed in drop down list.
- **Mobile Number:** Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.
- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only. Email shall be validated through an OTP sent at your email ID entered.
- **Captcha:** The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.

By selecting the 'Submit' button, you are committing to be honest and fair in all your actions and information provided in the Registration Form.

### Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive a User ID and password on the registered email address from the *Administrator*. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the User ID and Password as an SMS\* on the registered mobile number. Using these credentials, you may proceed to complete your application. (\*Please note SMS will not be sent to international numbers)

**This ends Step 1 of the Registration Process**

## Step 2: Fill Application Form

Registered Users Click on **'Applicant login'** to access the Application form with User ID and password received on your email and mobile number.

Alternatively, **Click on the 'Go to Application Form'** button on completing registration and directly start online application form.

Please read the important instruction carefully.

The Application Form is categorized into the following three sections:

- 1. Personal Details**
- 2. Qualification Details**
- 3. Upload Documents and Test Centre**

Read the Note on pop-up page of the form before you begin filling the information. You need to fill section-wise application form. Once the mandatory details in a section are filled, you can move to the next section by clicking on Save and Next. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the previous section tab.

Once you have completed the last section, read the declaration carefully and check the “I Agree” box. Click of Preview button to overview the details entered. You can go back to any section for making corrections, if so required.

Click on Submit button once you are ready to submit the application. You will be re-directed to make the payment. Once payment is done, your application is considered complete and submitted. Post this, changes to application can be done but, are applicable to limited fields only as defined above, during the Edit Window.

\*Please note: Once the form is submitted, payment has to be made for the particular Exam to ensure the particular Test City chosen by you is assigned to you.

**Please do not send the Hard Copy of the Application to NBE.**

Following section gives a glimpse of the important details required while filling the application form:

### **1. Personal Details**

- Candidate’s Name, Date of Birth, Gender, Nationality, Mobile number and Email address will be automatically populated based on the information provided at the time of registering your profile.
- **Father’s Name** and **Mother’s Name** needs to filled.
- Select **Are you a person with Disability** (Yes/No)
- **Identification Details:** Indian Students will be asked to provide details of Passport, Voter Card, Driving License and PAN Card whichever have been issued to them by the Govt. International Students will only be asked to provide details of National ID Card/Passport. Please provide the details.
- Enter Your **Communication Address & Permanent Address**, which will be used for future communication.

Once this section is complete, click on **Save and Next** to proceed to next section.

## 2. Post Graduate (PG) qualification Details:

- Enter the PG qualification details under the heads it has been asked
- Registration details with the Medical Council (of your Country/state)
- MBBS / Primary Medical Qualification details (Keep Aggregate % marks in all Professional Examinations of MBBS/Primary Medical Qualification handy)

Once this section is complete, click on **Save and Next** to proceed to the next section.

## 3. Upload Documents and Test Center Details:

### 3.1 Documents to be uploaded:

- Upload your recent passport size photograph (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your scanned signature (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your scanned thumb impression (Maximum 80 Kb size, in JPG/JPEG format)
- Upload scanned copy of the PG Degree/Provisional Pass Certificate (Maximum 200 Kb size, in PDF format)
- Upload scanned copy of the Medical Council Registration Certificate (Maximum 200 Kb size, in PDF format)

### Note for Uploading Documents:

- The documents are to be uploaded in the mentioned size limits. The system will not accept documents beyond desired size limits.
- Please read the Image Upload Instructions carefully

### 3.2 Once the Documents are uploaded, please pick the test center details.

Candidates shall be able to choose from the available States and Cities within India. The exact testing venue shall be informed to the candidates through the admit card.

Read the declaration and fill the Captcha. Click on I Agree checkbox to complete the application form. Before submitting, candidate must check whether he has filled all the details correctly

Then, click on Submit button. On clicking submit, the candidate will be re-directed to payment gateway to make the payment.

## Submission of Fee

The Applicable test fee will be displayed on the payment gateway page.

- Candidate needs to select **mode of Payment**: Net Banking/Card Payment/Other modes as may be indicated
- Until the payment is successful (if applicable), the candidate will not be registered for the test.
- Please download the **Acknowledgement receipt** for any future communication (if required).
- Testing city will be confirmed only after successful payment of fee.