JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA
(Deemed to be University under section 3 of UGC Act 1956)

Centre for Distance and Online Education

Procedure to apply for online MBA/ BBA under MoU with JIIT

1.   Visit www.jiitonline.com

2.   Click on 'Apply Now' button

3.   **Register as Student.** Register using mobile number.

4.   **Course Selection.** Select the course you are interested in.

5.   **Pre-requisites.** Read carefully and keep scanned copy of the required documents ready. Click on 'Continue to Application Form' button

6.   **Application Form.**

   a. Complete all sections of the application form (Personal Information, communication Information, Education Detail, Work Experience, Upload Document List and Subject Details).

   b. In the 'Upload Document List', under the heading 'Other', **Upload the proof of being eligible for concession under the MoU.** For example: Serving Certificate, Pension Pay Order, Dependent Card, Letter signed and duly stamped by the HoD etc)

   c. Save and Continue.

7.   **Review.** Review the form. If found correct, then click 'save and finalise' button else edit mistakes.

8.   At this stage you will be taken to Fee Payment Page. **DO NOT pay the fees at this stage.**

9.   Close the browser/ Log out.

10. Send an email to **'dyregistrar.cdoe@mail.jiit.ac.in'** with valid proof of association with SSB along with the enrolment number.

11. 25% tuition fee concession shall be activated and you will receive a confirmation email.

12.   On receipt of confirmation email, Login again on www.jiitonline.com after clicking 'Apply Now button, using the same credentials (name, DOB and mobile number). Your saved application form will be reloaded.

13.   Proceed to pay the concessional fee. After the fee is paid, your admission will be confirmed through another email.

14.   For any query or problem during the entire process, contact JIIT at studentsupport@jiitonline.com   or call 9773967400, 7827455271