International Experience Program (IEP)
Department of International Relations
Gujarat Technological University

INSTRUCTIONS TO APPLY ONLINE FOR IEP

Before You Begin

Please note:

1. Use Mozilla Firefox (version 47.x and above) or Google Chrome (version 53.x and above) for Registration.
2. Once you click the "**Registration"** button, the Application will become active.
3. All information is mandatory unless specified otherwise.
4. Before you submit your application, you will have the opportunity to save your work and continue at a later time if you wish to do so.
5. Before you submit your application, please ensure that all the required information is filled accurately. You will not be able to edit your information after submission.

Important additional information

1. You are advised to keep your '**login credentials'** for your reference.
2. Please quote the '**IEP Registration Number'** and '**Country**' in the subject line in all your email correspondences with us without fail.
3. You **NEED NOT** send us the hard-copy of the application form. **Only shortlisted students are required to submit hard copy of application form along with required documents through proper channel to GTU, Chandkheda campus.**
4. Payment of confirmation fee has to be done **Online.** Only shortlisted students are required to pay '**Confirmation Fee'** for further process of applying for visa.

STEP 1: REGISTRATION

1. Go to **http://international.gtu.ac.in/** and click on **'IEP'** tab. You will be redirected to the home page of 'IEP'.

2. Click **'REGISTRATION'** on the left hand side.

3. Read all terms & conditions thoroughly and accept the same before starting the registration process.

4. Enter a valid Enrollment Number and press '**verify**'.

5. A screen having details of student will be displayed. Student is required to verify the email address. **Please enter valid email address** if the prefilled Email ID is wrong as all the communications from GTU will be done on this Email ID.

6. Enter a password (6-30 Characters) to login into IEP Portal and click on '**Submit'** Button.

7. You will receive a system generated email having '**Login Credentials' and 'IEP Registration Number'** in your provided Email ID. You are required to click on the given link (http://iep.gtu.ac.in/stud_login.aspx) to fill the online '**Application Form'**.

Note: Students of MBA/ MCA lateral entry are advised to follow the instructions given on page no. 5 of IEP Handbook.

STEP 2: APPLCATION FORM (PASSPORT DETAILS)

1. It is **mandatory to have passport*** to apply for IEP. Student has to enter following passport details - Passport Number, Passport Issue Date and Passport Expiry Date. Please make sure that passport is having expiry date of more than one year from the date of applying for IEP. This will help in avoiding any issue during the travel to foreign country.
   *As the online application will remain open for approximately one month, interested students who do not have passport may get TATKAL passport to apply for IEP.

2. Click on 'Save & Next' button.

International Experience Program (IEP)
Centre for Global Business Studies -Gujarat Technological University

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APPLICATION FORM (PASSPORT DETAILS)

Enrollment No.(new/old)	160020119038
Name	RISHAV KUMAR
IEP Registration No.	IEP1802275
Country	USA
Branch	BE - 19 - MECHANICAL ENGINEERING
Subject-1	7 - 2171910
Subject-2	7 - 2171909

PASSPORT DETAIL

Passport No	123456
Passport Issue Date	17/11/2017
Passport Exipry Date	01/01/2018

Save & Next

STEP 3: APPLICATION FORM (PERSONAL DETAILS)

1. Please fill the required details **(as per student passport)**.

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APPLICATION FORM (PERSONAL DETAILS)(AS PER PASSPORT)

Enrollment No.(new/old)	160020119038
Name	RISHAV KUMAR
IEP Registration No.	IEP1802275
Email Id	thakkarrina18492@gmail.com
Surname	test
Given Name	test
Gender	● Male ○ Female
Date of Birth	12/11/1997
Nationality	Indian
Father's Name	test
Father's Occupation	test
Mother's Name	test
Alternate EmailId	test@test.com
Contact No of Applicant	9408209294
Contact No.(Parent/Guardian)	9408209294
Residential Address(Student)	test
Residential Address(Parent)	☐As per Residential Address(Student) test
Residential Address(As per Passport)	☐As per Residential Address(Student) test

Back   Save & Next

2. Please enter your residential address –
- **Residential Address (Student):** Current residential address of the student.
- **Residential Address (Parents):** Current residential address of the Parents.
- **Residential Address (As per Passport):** If residential address of the Student is different from the address mentioned in passport, then enter the address which is printed in passport.

3. Click on 'Save & Next' button.

STEP 4: APPLICATION FORM (UPLOAD DOCUMENTS)

1. It is mandatory to upload **coloured and readable scanned** copy of **FIRST** and **LAST** page of passport (jpg /.gif/.png/.pdf files only,500 KB limit)

2. Make sure that all entries are correct and final before clicking on 'Finish' button.

3. You shall receive the system generated email from GTU upon successfully submission of 'Application Form' for IEP. Only filling the online 'Application Form' does not indicate that student is selected for IEP. Your application would be scrutinized for final selection and intimation for the same will be given to shortlisted students. **Only shortlisted students are required to submit hard copy of application form along with required documents through proper channel to GTU, Chandkheda campus.**

PAYMENT OF CONFIRMATION FEE:

Shortlisted students will receive an email to make a payment of **Rs. 20,000/- (Twenty Thousand Only/-)** to Gujarat Technological University (GTU) as a confirmation fee for IEP.

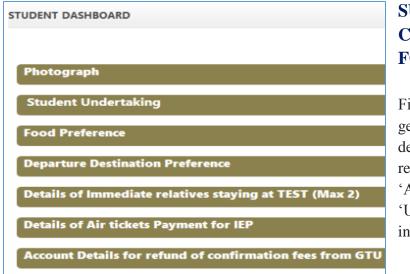Step 1: Please login to do online payment and refer '**Payment Guideline'** before doing any transaction.

Step 2: Go to '**Payment Link'** for paying the 'Confirmation Fee'.

Step 3: Click on **'Payment Detail'** and fill the details of confirmation fee without fail. Please verify the details properly before submitting the data to the University.

Step 4: Students shall receive email for final selection for IEP and acknowledgement of payment once the verification is over at our end. **Kindly do not communicate in this matter**.

OTHER DETAILS TO BE FILLED BY SELECTED STUDENTS FOR IEP

Students are supposed to check the emails regularly to get updates on further process. It is also suggested to be in touch with other students who are selected for IEP in the same country.

Students are required to fill following mentioned details as and when asked by the University. Email regarding the same will be sent to all finally selected students for doing the payment of air ticket, lodging and boarding to the respective agency appointed by GTU.

SUBMISSION OF HARD COPY OF APPLICATION FORM TO GTU

Final 'Application Form' will be generated upon filling all required details on IEP portal. Students are required to submit the hard copy of 'Application Form' along with 'Undertaking Form' as per instruction given in the email.

CONTACT DETAILS:
In case of any emergency, students can get in touch on the below given contact details:
Contact Person: Ms. Hiral Mistry, Admin Assistant
Contact No.: +91-79-23267516/505, Mobile: 9099063092 (10.30 to 18.10 IST ONLY)
Email Id: iep@gtu.edu.in
Website: http://www.iep.gtu.ac.in/

OFFICE ADDRESS FOR CORRESPONDENCE:
Dr. Keyur Darji, Deputy Director & Head
Department of International Relations , B 207
Gujarat Technological University (GTU)
Nr. Visat Three Roads, Visat - Gandhinagar Highway
Chandkheda, Ahmedabad – 382424 , Gujarat - INDIA