

## **Instructions for filling the online application form for DASA:**

### **I. Registration Step:**

1. Enter Name as per your passport. Enter the email id which will be the means for correspondence
2. Enter suitable password (more than 7 characters)
3. Enter captcha words in the space provided and click on “create account”
4. If the account is successfully created you will get an email giving the username. Note you have to remember the password.

### **II. Online application:**

1. Personal Details: Enter personal details like date of birth, nationality and gender
2. Payment: There are two modes of payment possible. You could chose any one of them:
  - a. Purchase a demand draft as specified in the brochure
  - b. Wire the amount to the details given in the application form and attach the scanned copy of the receipt along with other credentials (as per the details given in the brochure)
3. Details of the qualifying examination: Please provide the details of last two examinations as per your records.
4. Course Choices: You can enter up to 15 choices. Please select the institute and the application form would load all applicable courses in that selected institute. Only courses which are available would be listed here.
5. Preview: You could use the “Preview” button to see if the particulars entered by you are correct. Finally, after verifying the form, you can submit the same. Once submitted, you will not be able to modify the form (any of the above information)

### **III. Update marks and other information:**

1. Login: Please login with your credentials.
2. SAT score details: Please enter SAT register number allotted to you (by SAT centre). If you already have the score with you, please enter the same, otherwise leave the entry blank. In the latter case, NITK would take the scores from SAT centre.
3. Marks obtained: Marks for Physics, Chemistry and Maths are must and others optional
4. Upload Files: You can upload scanned versions of credentials as applicable like passport copies, +2 marks sheets, photograph (compulsory), date of birth proof, etc with this feature

### **IV. Send the Form:**

1. Print the form and send the hardcopies along with credentials to the address mentioned (mentioned in the brochure)
2. Please make sure you log out and make sure you the visit the portal often for updates on your application status