



# International Experience Program (IEP)

CENTRE FOR GLOBAL BUSINESS STUDIES (CGBS)

## Gujarat Technological University

### INSTRUCTIONS TO FILL ONLINE REGISTRATION FORM

#### Before You Begin

**Please note:**

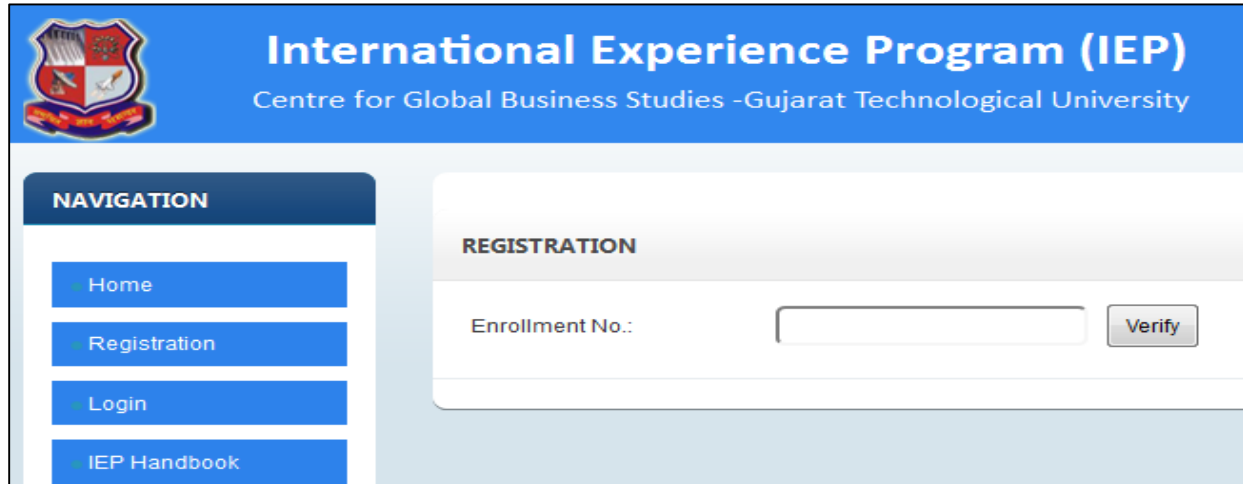
1. Use Mozilla Firefox (version 47.x and above) or Google Chrome (version 53.x and above) for Registration.
2. Once you click the "**Registration**" button, the Application will become active.
3. All information is mandatory unless specified otherwise.
4. Before you submit your application, you will 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**' in all your correspondences with us.
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 fees has to be done **Online**. Only shortlisted candidates are required to pay '**Confirmation Fees**' for further process of applying for Visa.

## STEP1: STUDENT DETAILS

1. Go to <http://international.gtu.ac.in/> and click on 'IEP' tab.
2. Click 'REGISTRATION' on the left hand side.
3. Enter a valid Enrollment Number and press 'verify'.



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

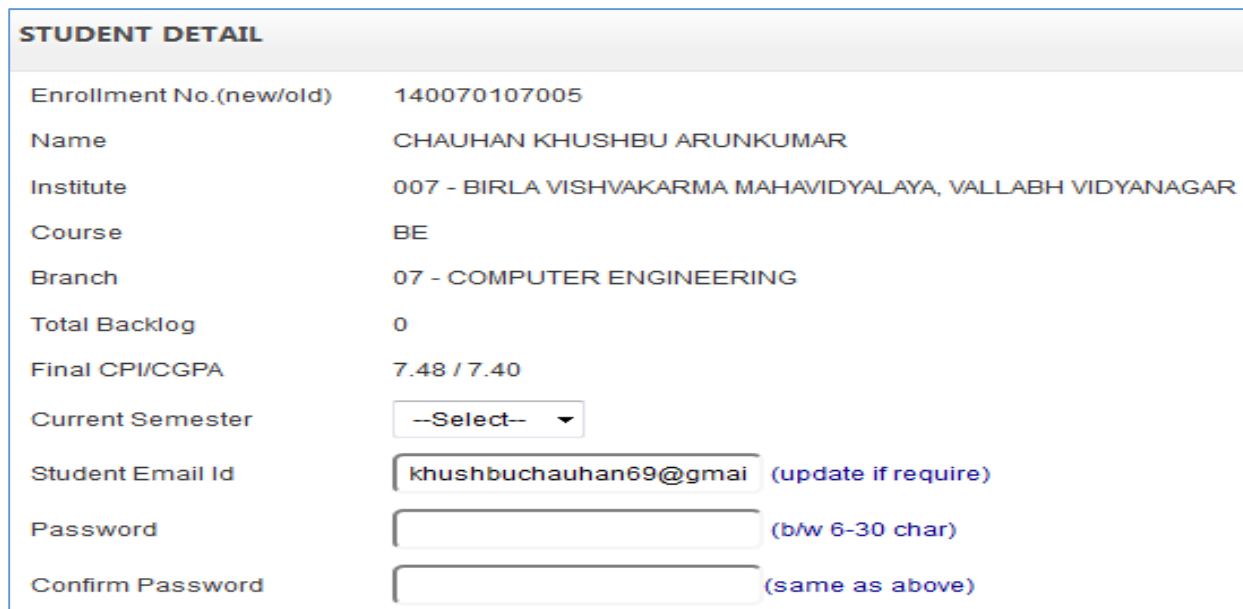
**NAVIGATION**

- Home
- Registration
- Login
- IEP Handbook

**REGISTRATION**

Enrollment No.:

4. A screen having details of student will be displayed. Mention the current semester in which you are studying.
5. Student is required to verify the email address. **Please enter valid email address if the prefilled Email ID is wrong as all communications from GTU will be done on this Email ID.**
6. Enter a password (6-30 Characters) to login into IEP Portal.
7. Click on 'Save & Next'.
8. You will receive a verification email having 'login credentials' and 'Registration link' in your Email ID. You are required to click on the given link to complete the registration process.



**STUDENT DETAIL**

Enrollment No.(new/old)	140070107005
Name	CHAUHAN KHUSHBU ARUNKUMAR
Institute	007 - BIRLA VISHVAKARMA MAHAVIDYALAYA, VALLABH VIDYANAGAR
Course	BE
Branch	07 - COMPUTER ENGINEERING
Total Backlog	0
Final CPI/CGPA	7.48 / 7.40
Current Semester	--Select--
Student Email Id	<input type="text" value="khushbuchauhan69@gmail"/> (update if require)
Password	<input type="text"/> (b/w 6-30 char)
Confirm Password	<input type="text"/> (same as above)

## STEP 2: PASSPORT DETAILS

1. Please check your email ID. You are required to click on the provided link to complete the registration process.
2. Enter your Passport Number, Passport Issue Date and Passport expiry date. Please make sure that your passport is having expiry date of more than one year from the date of applying for IEP. This will help you in avoiding any issue during your travel to foreign country.
3. **If student is not having passport at the time of applying for IEP, he/she needs to get it as soon as possible to avoid his/her cancellation from IEP. University will not be bound to consider applications from students in absence of valid passport.**
4. Click on 'Save & Next'.

### PASSPORT DETAIL

Do you have Passport?

Yes  No

Passport No

Passport Issue Date

Passport Expiry Date

## STEP 3: PERSONAL DETAILS

1. Please fill the required details (as per student passport) given in Step 3.

### NAVIGATION

- Home
- Registration
- Login
- IEP Handbook
- FAQ(s)
- Application guide
- Student List & Reports
- Contact Us

### REGISTRATION (STEP-3) (AS PER STUDENT PASSPORT)

Enrollment No.(new/old)	130280116003
Name	AKBARI VISHAL NARSINHBHAI
IEP Registration No.	IEP1700047
Email Id	ap2_cgbs@gtu.edu.in
Surname	<input type="text" value="Patel"/>
Given Name	<input type="text" value="Mehul"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> FeMale
Date of Birth	<input type="text" value="30/04/1985"/>
Nationality	<input type="text" value="Indian"/>
Father's Name	<input type="text" value="vcvcvcv"/>
Father's Occupation	<input type="text" value="dfdfdf"/>
Mother's Name	<input type="text" value="vbvbgb"/>
Alternate EmailId	<input type="text" value="ap2_cgbs@gtu.edu.in"/>
Contact No	<input type="text" value="987999879789"/>
ALternate Contact No.	<input type="text" value="454565654547"/>

2. If your nationality is other than Indian i.e. if you are holding current and valid Permanent Residency of any other country or if you are holding passport of any country other than INDIA, you are supposed to fill your nationality in the given space.

3. 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.

## **STEP 4: UPLOAD DOCUMENTS**

**You will need to upload the following documents to complete the registration process-**

1. First page of Passport (jpg /.gif/.png/.pdf files only, 500 KB limit)
2. Last page of Passport (jpg /.gif/.png/.pdf files only, 500 KB limit)
3. Passport size photograph of yourself (single jpg, /.gif/.png files only, 500KB limit)
4. Resident of Permit (RP) and Indian Visa / Green Card/ OCI / PR / any other supporting document (If Applicable) (single jpg, /.gif/.png files only, 500KB limit) – *(This option will be displayed only if you have selected nationality other than Indian.*

**NOTE:** Students need to upload coloured and readable scanned copy of the documents by using a proper scanner. Photos from cameras or using any Mobile Applications like Cam Scanner, etc. will not be considered and the application will be rejected without any intimation to the student.

## **CONFIRMATION MAIL:**

- You shall receive the confirmation mail from GTU upon completing the registration process.
- Only filling the online form of ‘**Student Registration**’ 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.**

## **CONTACT DETAILS:**

In case of any doubts or clarifications, students can contact on the below given contact details:

**Contact Person:**

- Mr. Arnav Gupta, Admin Assistant
- Mr. Shashank Rana

**Contact No.:** +91-79-23267516, Mobile: 9099063092 (10.30 to 18.10 IST)

**Email Id:** [stp@gtu.edu.in](mailto:stp@gtu.edu.in)

**For further updates kindly visit** <http://international.gtu.ac.in/>