How to Register for NATA

Introduction

NATA 2014 registration forms can be filled online by making a payment of NATA fees of Rs 1000 (plus processing fees) using Netbanking / Credit Cards / ICICI Isure Bank Challan from 1st March 2014 onwards.

This document gives a detailed procedure of filling up the NATA 2014 form online at www.nata.in.

Step 1: Register Yourself on NATA Student Portal

To fill the NATA Registration form online, you need to generate a username and password at www.nata.in/register. If you have already generated your username and password for NATA Student Portal, you may skip this step.

1. In your browser, open www.nata.in/register
2. Click on the "Click here to register" button
3. You will be presented with a form to fill. Enter your desired username, password and your VALID email address.
4. While choosing a password, please note that it should be atleast 8 characters long and MUST have atleast 1 non alphanumeric character.
5. After filling the form, click "Create User" Button.
6. You will receive an email on the email address given by you at the time of registration. Follow the instructions in the email to activate your account.

Step 2: Login to NATA Student Portal

After you have activated your account, click on the "Login" link at the top right corner of your page in the browser.

Enter your Username, Password and Email address to login to the portal.

Step 3: Complete your profile on NATA Student Portal

After you login to the Student Portal, you need to complete your profile before you can pay the fees to get NATA Registration form. In order to complete your profile, you will need following things ready:

a. Your SSC (Std X) Marksheet
b. A jpg file of your Photograph cum Signature. Please refer to Annexure A of this document to understand the how to create a jpg file of your Photo cum Signature.

To complete your profile, follow the steps given below:

1. Click on "Candidate Profile" link in the header menu.
2. You will be presented with a form. Fill up all the information in the form by referring to your SSC (Std X) Marksheet.
3. Click on the "Browse" button and select the jpg file of your Photo cum Signature on your computer.
4. Click on "Upload" button. You will see your photo cum signature on the form.
5. Click on "Save" Button.

If everything is okay, you will see a "Purchase Form" button at the bottom right corner of your screen.

> Before you click on the "Purchase Form" button, verify all the information you entered is correct. You will never be able to change this information once you purchase a form. Therefore, you must verify the information carefully. If you need to make any change in the information entered, please make the changes and click on the "Save" button.

If the information entered is correct, you can click on the "Purchase form" button.

Step 4: Choosing a Payment Method

Once you click on the "purchase form" button, you will be presented with the payment method options. There are two methods by which you can make a payment, namely Netbanking/Credit Cards and ICICI Bank Isure Pay Challan.

Netbanking and Credit Card

When you choose this method, you will be taken to our payment gateway where you can make the payment for NATA Registration fee. Once the payment is successful, you can go to "My NATA Forms" section and download your Registration form.

ICICI Bank ISURE Pay

When you choose this method, you will be asked to download a prefilled ICICI Bank Challan. You will have to approach the nearest ICICI Bank with the printed copies of this challan and pay the fees mentioned in it. Once the fees are paid, you will be able to download your form from "My NATA Forms" section.

Step 5: Taking Appointment for NATA Exam

After downloading and printing the form, you shall approach any activated test center convenient to you. The Test Center shall give you an appointment for exam based on the schedule and availability at the Test Center. They will issue to you the Appointment Voucher for the given appointment.

The list of test centers is available at www.nata.in

Downloading your Scorecard

After you give the exam, your scorecard is normally generated at the end of 4th working day. You can login to the NATA Student Portal and go to the "Scorecard" Section and download your scorecard from there.

Helpdesk

At any given point in time, if you have any query, you can raise a support ticket by visiting http://support.nata.in.

Please remember, you will have to generate a separate username and password at http://support.nata.in.

Your NATA Student Portal password will not work for Help Desk.

Whenever you raise a support ticket, please mention your Candidate ID, Appointment Number and Username so that we can assist you faster.

Annexure A: How to generate a jpg file of your Photo cum Signature

To generate a jpg file of your Photo cum signature, you will need a scanner attached to a computer.

1. Take a plain white paper.
2. Paste your PASSPORT SIZE RECENT photograph on it.
3. Using a Transparency / OHP marker pen, sign on the lower side of your photograph in such a way that half of your signature is on the photograph and half part of your signature is on the paper.
4. Now scan this page using a scanner and then crop the scanned image using a photo editor so that only the Photo cum signature is visible. Save this file as jpg image.

The Photo cum Signature file must be less than 1 MB in size and file type must be jpg. Your Photograph must be RECENT. Please do not use older photographs. Your application may be rejected if your identity cannot be established from the scanned photo.