Procedure for Retrieving Applications and Sending Call Letters-Admissions 1st Semester 2026-27 for foreign nationals

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Dear All,

Applications from foreign nationals for the 1st Semester 2026-27 may be retrieved from 06.04.2026 onwards (as 05.04.2026 up to 4.00 p.m. is the last date for submission of online applications). These may be accessed by the respective Programme Coordinators for Ph.D., M.S. (R), M.Tech, M.Des, M.B.A., M.Sc., M.P.P., and M.A. programmes, as well as by the respective Conveners/Chairpersons of the DRC, CRC, and SRC. In case of any changes or if additional faculty members need to be included for the respective programmes, please send an email to *nishantkumar@admin.iitd.ac.in*

For any technical issues, please contact *eacadhelp@iitd.ac.in*

The checklist (Instructions & Guidelines for Admission of Foreign Nationals for the 1st Semester 2026-27) is available at the following link:

https://owncloud.iitd.ac.in/nextcloud/index.php/s/e527YtjiDNjaJxg

To retrieve the data in excel format, please follow the process given below by the ERP Team:

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Procedure for Retrieving Applications and Sending Call Letters-Admissions 1st Semester 2026-267 for foreign nationals:-

To retrieve the data in excel format, please follow the process:

Log on to https://eadmin.iitd.ac.in with your Kerberos id.

Faculty members who have been given the role of various coordinators / Convener DRC/CRC/Chairman DRC/CRC/SRC in the system, they can see an additional box 'PG convener' as soon as they logon to the eadmin portal.
Click on the same, on the left link, they will be able to see

Admission Management Link -> Intl Admission Evaluation ->

Step 1 - Intl PG Application Details

Select the Options as below :

*Session Name :INTL PG Admissions 2026-27 (1st Semester)
Programme: PHD/M.Tech/MSR/Master of Sci.(2 Years)/Interdisciplinary M.Tech/MA/MPP
Department: Department Name

After making the selections click on the show button , the system will take any where between 30 secs to 1 min (max) depending on the number of applications. In order to take this into excel file click on the excel icon appearing just above data table (above file records to be precise). Please use the download option (do not use open file option)and save the excel file in your local desktop.

Please find below the procedure for Shortlisting the candidates:

When you are on Step 1 - Intl PG Application Detail's screen

1. Select the Session Name ,Programme and Department respectively and You will find an upload shortlist button on top right hand side (next to Generate PDF button). Click on it and fill the required fields accordingly and upload your shortlisted students excel file there.

Note: Please download the file from the system only (by clicking on Download file button) and make the necessary changes in that file only and then upload that file in to the system.

2.After it you can check the shortlisted students list by clicking on 'Step 2 - Intl PG Shortlisted Students' on left hand side.

Please find below procedure to send call letters to candidates.

When you are on the shortlisted candidates screen (Step 2 - Intl PG Shortlisted Students)

1. On the left corner there is a display option provided here select number of candidates to be viewed at a time (if you have more than 100) it is recommended select 100 at a time , by selecting 100 in Display records combo then press call letter (our advise is send 100 at a time)

2. First fill the Content in the call letter option like data venue time and other things that candidate has to bring. There is already some text pre written you can modify, but keep it precise. Not more than 1000 words.

In case if you wish to add more content we advise to put a weblink of the content

3. After sending the call letters. Refresh the screen by clicking on Show Button again.

4. When the mails are sent the system would show 'Yes' against candidates where call letters are issued.

5. Now to choose subsequent 100 cases or 50 cases depending on your choice.

6. How to choose next 50 or 100 cases : On the Screen at the bottom there are some filters provided , in that CHOOSE 'No' then enter 50 or100 in display option , it will select 50 candidates with 'NO' marked against them (it means call letters not yet sent to these candidates)

In this way exhaust all the candidates list , in the end when you put 'No' in search criteria and choose 50 records to display it should show a blank row. It means there are no candidates left now for sending email.

In case of any technical issues, please contact eacadhelp@iitd.ac.in

ERP Team
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Regards,

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