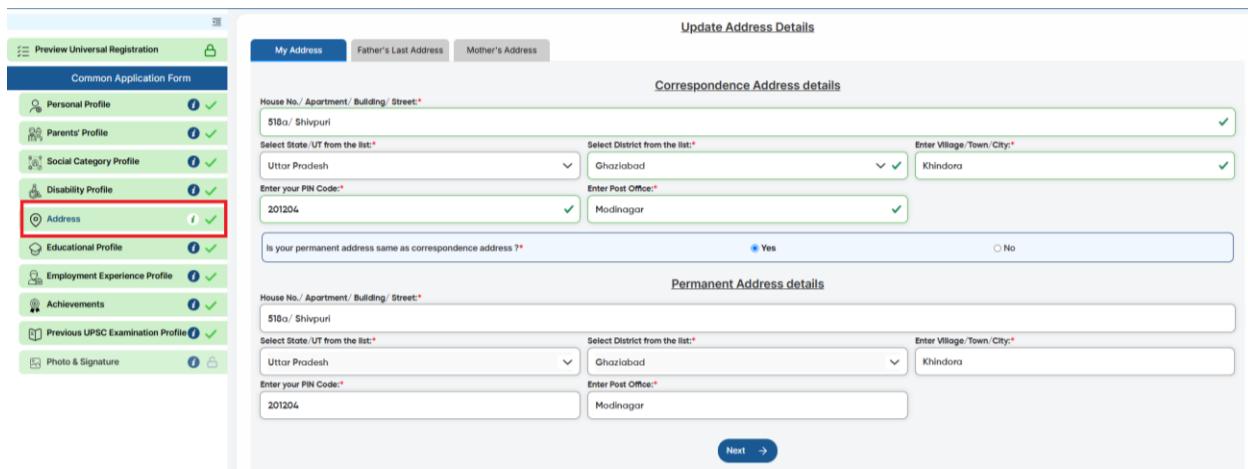# INSTRUCTIONS FOR FILLING THE **ADDRESS**

Address

Note: Read the General Instructions before going through this document.

Step 1: Accessing the Address Module

1. Select "Address" from the menu.
2. You can also navigate to this profile later if you want to edit any information in the Address.

Step 2: Filling the Details of your Address

Correspondence Address Details:

You must enter your current communication address as follows:

Field Name	Description	Mandatory
House No./Apartment/Building/Street	Full residential address for correspondence	Yes
State/UT	Select from the dropdown list	Yes
District	Select corresponding district of the selected state	Yes
Village/Town/City	Mention locality or city/town	Yes
PIN Code	Enter the postal PIN code	Yes
Post Office	Enter nearest post office name	Yes

Once the aforementioned fields are filled, you are required to select **"Yes" or "No"** for the question: **"Is the permanent address the same as the correspondence address?"**

- If you select **"Yes"**, the correspondence address will be automatically fetched and populated as the permanent address.

- If you select **"No"**, the you will be required to manually enter your permanent address.

Once you have filled in your address details under the **"My Address"** section, you must click the **"Next"** button to proceed with the subsequent steps in the application process.

Next, you are required to select **"Yes" or "No"** for the question: **"Is your father's address the same as your correspondence address?"**

- If you select**"Yes"**, the address details provided under the **"My Address"** section will be automatically fetched as the father's address.

- If you select **"No"**, you will need to manually enter the details of your father's address, an additional question will appear: **"Is your father's address the same as your permanent address?"**

    You must again select **"Yes" or "No"**. Based on the response, the system will either autofill the permanent address or prompt you to enter a separate address.

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Update Address Details

Once you have filled the **"Father's Address"** section, you must click the **"Next"** button to proceed with the subsequent steps in the application process.

After clicking the **"Next"** button, you will be required to provide details for the **Mother's Address**, following the same process as for the Father's Address. You must choose **"Yes" or "No"** for the questions regarding whether the mother's address is the same as the correspondence address and/or the permanent address. Based on the responses, the system will either autofill the relevant address fields or prompt you to enter the details manually.

Step 3: Review and Submission
1. Verify all the entered details for accuracy.
2. Click on Next to proceed.
3. If required, make any corrections before final submission.

Update Address Details

Correspondence Address	
House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora
PIN Code	201204
Post Office	Modinagar
Is your permanent address same as correspondence address ?	No

Permanent Address	
House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora Village
PIN Code	210204
Post Office	Modinagar

Post Office	Modinagar

Father's Address	
Is your Father's address same as your correspondence address ?:	No
Is your Father's address same as your permanent address ?	Yes
House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora Village
PIN Code	210204
Post Office	Modinagar

Mother's Address	
Is your Mother's address same as your father address ?	Yes
Is your Mother's address same as your permanent address ?	No
House No./ Apartment/ Building/ Street	Dfddf
State/UT	Uttar Pradesh
District	Aligarh
Village/Town/City	Sadsd
PIN Code	234567
Post Office	Dfghj

Edit   Submit

Note: After Successful Submission of "Address":

- Once the "Address" is successfully submitted, proceed to fill out the **"Educational Profile".**
- Continue following the process by completing the subsequent sections as per the guidelines.