

# Instructions for Using the Eligibility Software

## 1. Browser Requirement:

Please use the latest version of Google Chrome or Mozilla Firefox for optimal performance. Clear Browser cache memory / cookies / browsing history.

## 2. Clear Cache:

Ensure you clear your browser's cache, cookies, and browsing history before proceeding.

## 3. Dedicated Access:

Do not open any other websites while using the eligibility software.

## 4. Login Credentials:

Log in using your Student ID and password associated with the SIU Finance Module.

Sign in to account

Student Admin

Student ID\*

Student ID

Password\*

\*\*\*\*\* show

Forgot password?

Sign in

## 5. Student Details:

After logging into the portal, complete the required unfreeze field and click “Continue” to proceed with document upload.

Eligibility Portal

Student Details Upload Documents

Programme

Bachelor of Arts and Bachelor of Laws

Student Details

Institute	: Symbiosis Law School, NOIDA	Student ID	: 250383543
Meritlist Number	: 2	PRN	:
ABC ID	: 333283565109	Batch Year	: 2025
Batch	: 2025 - 2030	Gender	:
Category	: Open	Name	: AADITYA SHUKLA
Email	: 250383543@ishinfo.com	DOB	: 27 Mar 2007
Mobile Number	: 9415190645	Blood Group	: B +ve
Father's Name	: Ghanshyam Shukla	Mother's Name	: Mohini Shukla
Present Address 1	: HANUMAN PANDEY KA PURWA	Present Address 2	: SANDWA CHANDIKA
Present Address 3	:	Present City	: PRATAPGARH
Present State	: Uttar Pradesh	Present Country	: India
Present Pincode	: 230503	Permanent Address 1	:
Permanent Address 2	:	Permanent Address 3	:

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## 6. File Uploading Documents:

The document upload form will appear as shown below. (Refer to the sample/form image if applicable.)

The screenshot shows the 'Eligibility Portal' interface. At the top, there are navigation tabs for 'Student Details' and 'Upload Documents'. Below the tabs, the 'Upload Documents' section features three summary cards: a blue card showing '21 Total Documents', a green card showing '1 Uploaded', and a red card showing '20 Yet to be Upload'. Below these cards is a table with three columns: 'Document Name', 'Upload', and 'Actions'. The table lists various documents such as 'Recent Passport Size Photograph', '10th Standard/ Equivalent Statement of Grades/ Marks/ Transcripts', '12th Standard/ Equivalent Statement of Grades/ Marks/ Transcripts', '12th Standard Passing Certificate', 'Transfer/ Leaving Certificate', 'Migration Certificate', and 'Certificate of Equivalence'. Each row includes a 'Choose File' button, a status indicator (e.g., 'No file chosen' or '2.pdf'), and a set of action icons (upload, edit, delete).

Document Name	Upload	Actions
Recent Passport Size Photograph ⓘ	Choose File No file chosen	
10th Standard/ Equivalent Statement of Grades/ Marks/ Transcripts	2.pdf	
12th Standard/ Equivalent Statement of Grades/ Marks/ Transcripts	Choose File No file chosen	
12th Standard Passing Certificate	Choose File No file chosen	
Transfer/ Leaving Certificate	Choose File No file chosen	
Migration Certificate	Choose File No file chosen	
Certificate of Equivalence	Choose File No file chosen	

## 7. File Size Limits:

All documents (except mark sheets) must be less than 1 MB.

If you have backlogs, combine all scanned mark sheets into a single PDF file, which should be less than 5 MB.


## 8. Photo Specifications:

Upload a recent photograph sized at 150 x 170 pixels.

## 9. Document Quality:

Ensure that colour copies of all required documents are uploaded and are clear, complete and easily readable.

## 10. Document Preview & Re-upload:

After uploading a document, you can immediately view it by clicking the preview icon  document. If the uploaded document is incorrect, you may remove and re-upload it.

## 11. Forgotten Passwords:

If you have changed and forgotten your password, **Please call help desk - 7200495273 / 9962027165.**

## 12. Document-related Queries:

For any queries regarding documents, please reach out to your institute or SIU for guidance.