



Nagaland Board of School Education (NBSE)

IAF Online Submission for Student Version - 1.1

(<https://nbsenl.edu.in>)

Prepared for: -

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IAF Online Submission for Student

Version 1.1

Nagaland Board of School Education

Document Details

Version	Date	Description
1.0	27-Nov-2020	IAF Online Submission for Regular Student
1.1	12-Oct-2021	Update : IAF Online Submission for Student



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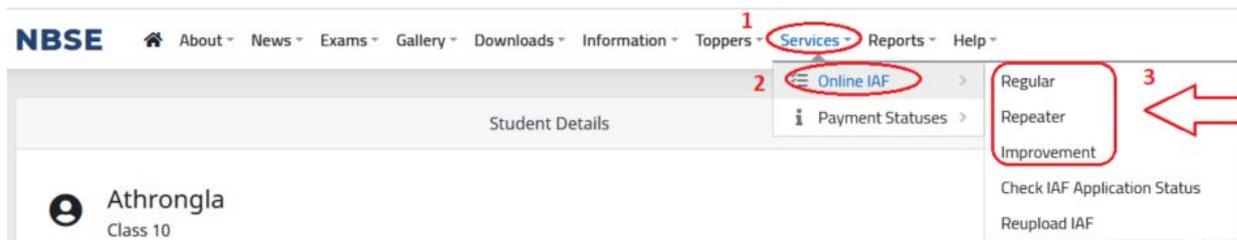
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1. INTRODUCTION

The purpose of this document is to provide a step by step instruction for the Student Users to submit Online IAF forms using NBSE Portal.

2. ONLINE IAF SUBMISSION

STEP-1: Go to Services > Online IAF > (Regular/Repeater/Improvement)



STEP-2: Input Appropriate Data as per the Student Details.

➔ Select Class from the drop down list.

Online IAF for Regular Student

Class*

Note: Make sure to select the correct class from the list.

➔ Enter the Registration Number (i.e. NBSE Registration Number)

Class*

Registration Number*

➔ Enter the Date of Birth



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Date of Birth (DD-MM-YYYY)*

04-12-2010

*Note: Make sure the date of birth is as per the NBSE Record.
DOB format is DD-MM-YYYY (Date-Month-Year)*

→ Enter the Captcha Code (Verification Code) and Click on Search.

889628

889628

SEARCH

If student details are valid it will redirect to the IAF submission page.

Note: **Make sure to select the correct Class, enter Correct Registration Number and Date of Birth in DD-MM-YY format.**

STEP-3: Verification and Upload

➔ Verify the student details before proceeding to next step.

NOTE: In case if the student details are not correct then contact the NBSE Helpdesk for support.

Home / IAF Regular / Result

Student Details



Reinhold Frami II

Class 10

Category	Regular	Session	2020-2021
Reference No.		Registration No.	1724913843
Gender	Female	Community	OB
Father's Name	Maximus Kovacek DVM	Mother's Name	Melyssa Green V
ID Mark	dolorum enim ut	DOB (dd-mm-yyyy)	04-12-2010
School	Test School	School Code	88888

Subjects Taken

Compulsory	English, Maths, Science, Social Science
Second Language	Hindi
Six Subject	Travel & Tourism

➔ Input the relevant data and documents.

Candidate with Special Needs*
(Tick if the candidate needs accessibilities)

Phone Number * Email

Document Upload Please refer the *guidelines* before you upload
NOTE: Uploaded files should be in JPG format. Please make sure that the photo is clear and the orientation is upright and cropped properly.

Upload your Passport
Passport size photo

Upload your Signature
Signature

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. No change, whatsoever, shall be demanded in future.

Important: Document upload guidelines

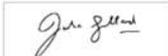
ACCEPTABLE PHOTO ✓



SAMPLE PHOTOGRAPHS: NOT ACCEPTABLE

 <small>Too small (not matching the specified resolution)</small>	 <small>Wearing masks</small>	 <small>Wearing coloured glasses or sunglasses</small>
 <small>Improper background</small>	 <small>Not facing the camera</small>	 <small>Distorted face</small>
 <small>Too many shadows</small>	 <small>Photo taken in dark environment</small>	 <small>No focus or blurry image</small>

SIGNATURE SAMPLE ✓



UNACCEPTABLE SIGNATURES

Note: *** If the “candidate with special need” is YES Click the check box, if NO just leave it uncheck.

*** All Fields highlighted in red colour are mandatory.

*** Photo and Signature files should be only in JPG format only.

*** Click the **Submit**

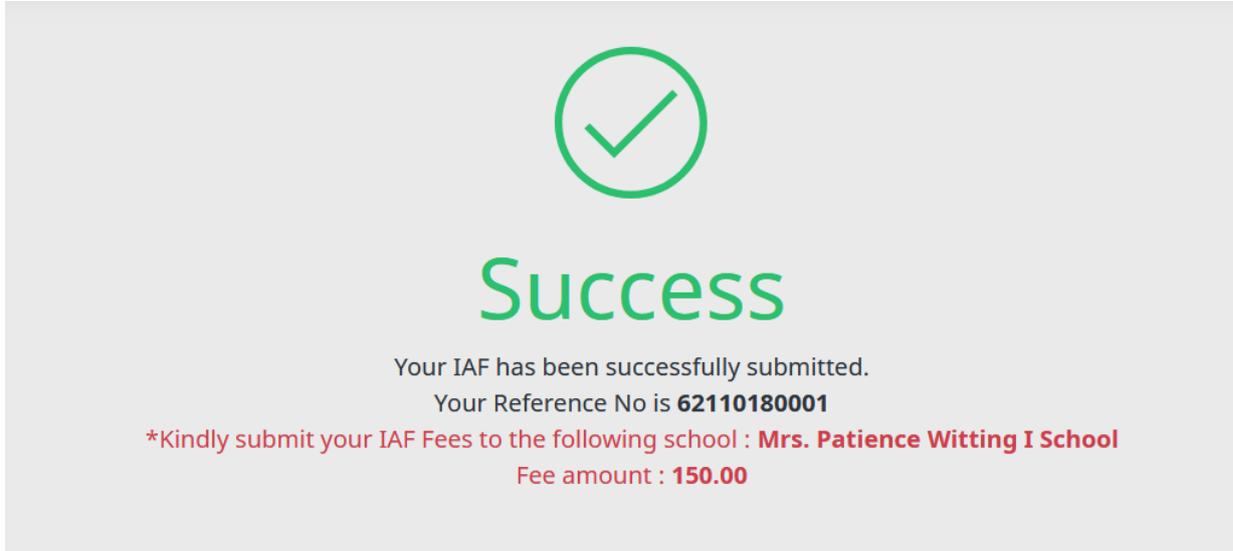
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NBSE

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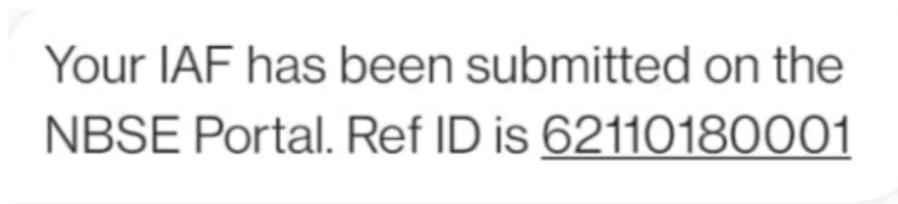
On Successful submission it will redirect to Success Message.

Refer the screenshot below



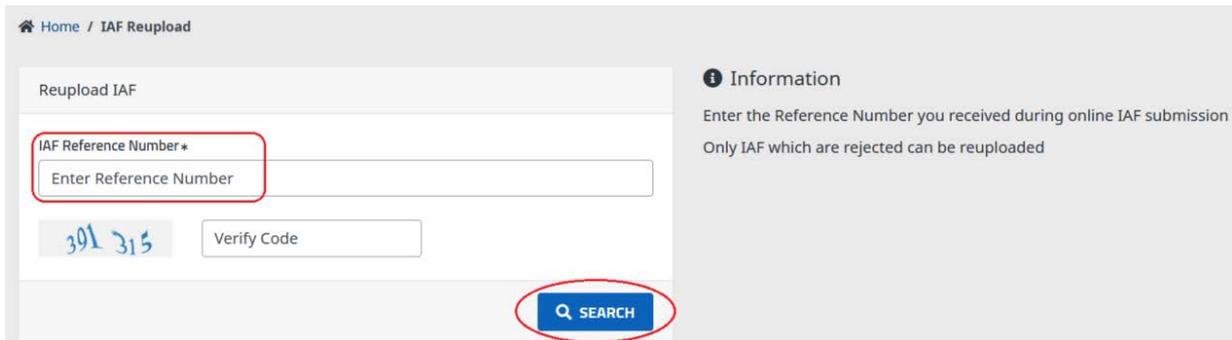
Student will also receive SMS in the mobile phone number of IAF Reference Number

SMS Sample



3. Re-upload Photo & Signature

STEP 1 : Go to Services > Online IAF > Reupload IAF



Home / IAF Reupload

Reupload IAF

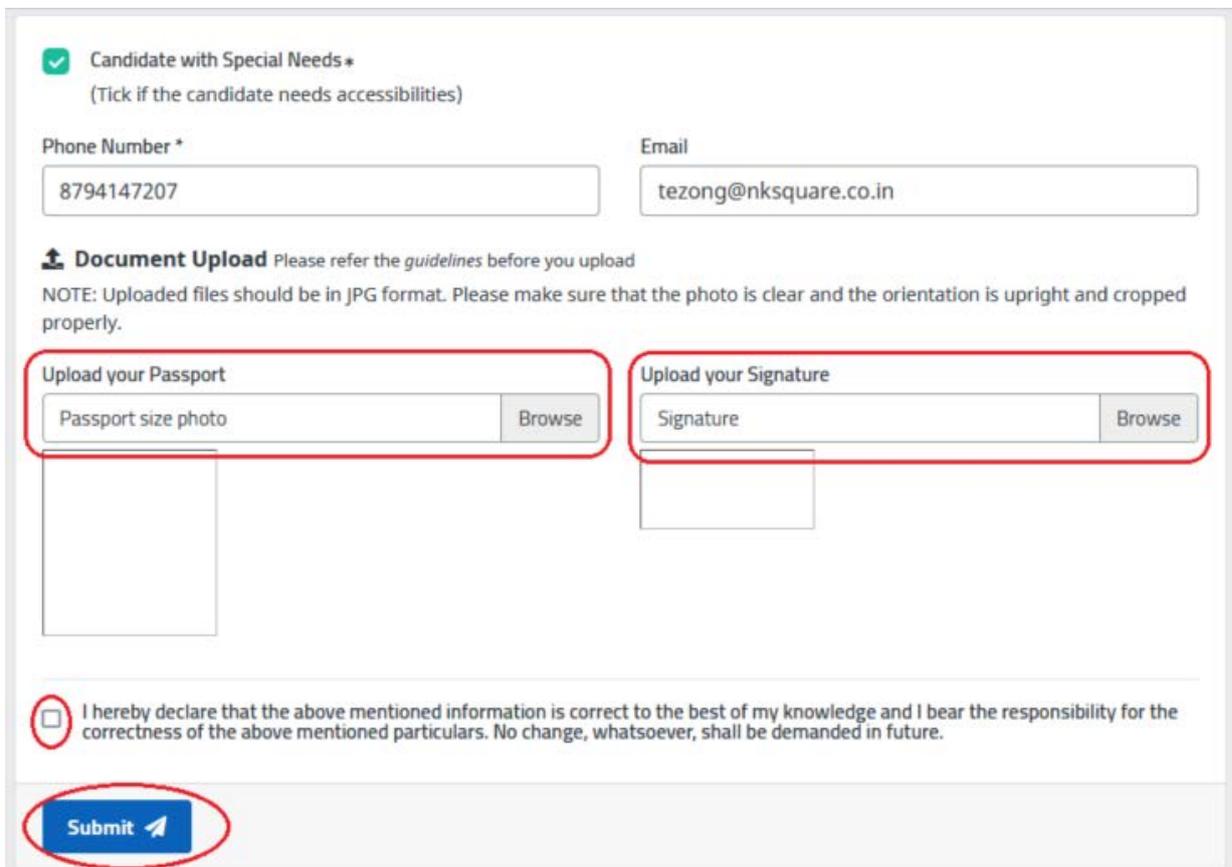
Information
Enter the Reference Number you received during online IAF submission
Only IAF which are rejected can be reuploaded

IAF Reference Number *
Enter Reference Number

391 315 Verify Code

SEARCH

STEP 2 : Re-upload the Photo and Signature again, Refer the screenshot below;-



Candidate with Special Needs *
(Tick if the candidate needs accessibilities)

Phone Number * 8794147207 Email tezong@nksquare.co.in

Document Upload Please refer the *guidelines* before you upload
NOTE: Uploaded files should be in JPG format. Please make sure that the photo is clear and the orientation is upright and cropped properly.

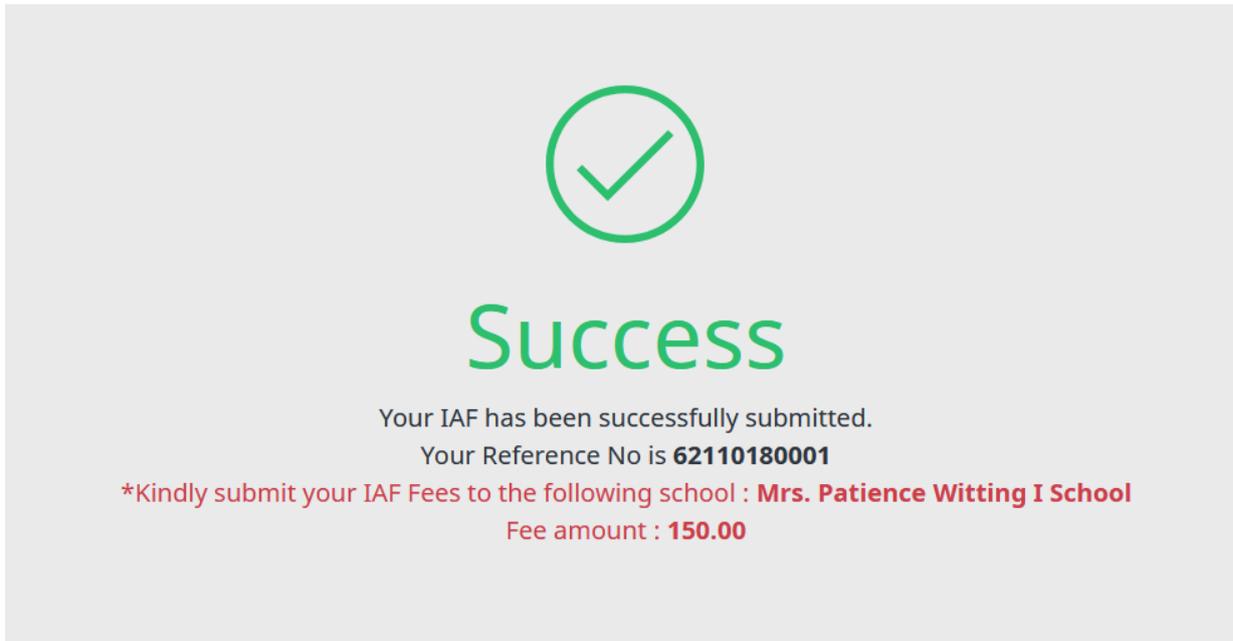
Upload your Passport
Passport size photo Browse

Upload your Signature
Signature Browse

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. No change, whatsoever, shall be demanded in future.

Submit

On successful upload you will get a confirmation

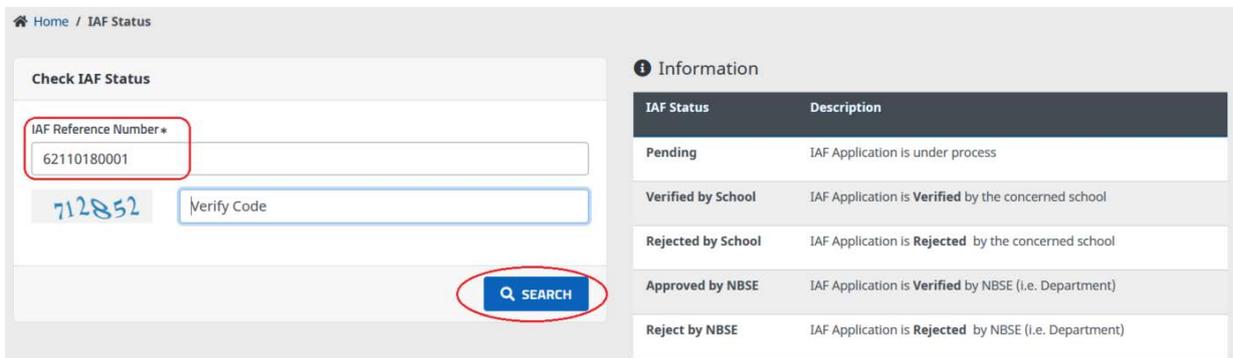


A confirmation screen with a green checkmark icon in a circle at the top. Below it, the word "Success" is written in a large green font. Underneath, it says "Your IAF has been successfully submitted." followed by "Your Reference No is **62110180001**". At the bottom, in red text, it says "*Kindly submit your IAF Fees to the following school : **Mrs. Patience Witting I School**" and "Fee amount : **150.00**".

4. Check IAF Application Status

Go to **Services > Online IAF > Check IAF Application Status**

Enter the IAF Reference No., Captcha and Submit



The interface shows a "Check IAF Status" form on the left and an "Information" table on the right. The form has a red box around the "IAF Reference Number" field containing "62110180001" and a blue box around the "Verify Code" field containing "712852". A blue "SEARCH" button is circled in red. The "Information" table lists various IAF statuses and their descriptions.

IAF Status	Description
Pending	IAF Application is under process
Verified by School	IAF Application is Verified by the concerned school
Rejected by School	IAF Application is Rejected by the concerned school
Approved by NBSE	IAF Application is Verified by NBSE (i.e. Department)
Reject by NBSE	IAF Application is Rejected by NBSE (i.e. Department)

Status of IAF Application, refer the screenshot below;-

Student Details			
 Lukas Schoen PhD Class 10		Current Status: Rejected by School Reason: Reject by School since photo is not clear	
Phone No	8575075123	Email	
Special Needs	No	Session	2021-2022
Category	Regular	Registration No.	1731305445
Reference No.	62110180001	Community	ST
Gender	Female	Mother's Name	Prof. Jayson Wisoky
Father's Name	Mr. Remington Ryan	DOB (dd-mm-yyyy)	06-07-2015
ID Mark	voluptatem aut et	Payment Complete?	No
School	Mrs. Patience Witting I School		
IAF forwarded to	Mrs. Patience Witting I School		

Uploaded Files



Passport photo



Signature

Kindly submit your IAF Fees to the following school : Mrs. Patience Witting I School

Subjects Taken	
Compulsory	English, Maths, Science, Social Science
Second Language	Alternative English
Six Subject	Foundation of Information Technology

Status History		
Status	Remark	Updated At
Rejected by School	Reject by School since photo is not clear	18-10-2021 10:35:50 am
Pending		18-10-2021 10:30:57 am