



Government of Goa  
**DIRECTORATE OF HIGHER EDUCATION**  
SCERT Building, Alto- Porvorim-Goa PIN 403 521

## **Guidelines for the admission process of second year, third year, fourth year and fifth year students:**

1. On the IAEMS portal dashboard, the respective college admin will get access to all the applications which are migrated from even to odd semester.
2. The college admin will have to click on admit button to promote the student if he/she is eligible.
3. The students will be able to download the application form after the details are verified and admitted by the admission committee on the portal.
4. The subject mapping for the students can be done later in the same process as done in last semester.
5. The colleges have to select the fees from the dropdown for the corresponding student and then click on the Admit button.
6. After clicking the admit button through the college admin portal, the student can proceed to pay the academic fees. The colleges can issue instructions to the students to complete the fee payment.
7. For the colleges which have opted for a third-party payment gateway on the IAEMS portal, the students will get the payment link in their profile (**Student Registration Link**). The colleges that have opted for their own payment gateway, the student will get an option in their profile to upload the payment receipt.
8. The student's admission will be confirmed and promoted only after the completion of the fee payment.
9. The college admin will be able to **view/download** the complete application of the student along with the fee receipt.
10. After the completion of the fee payment, students will be available for mapping for the appropriate semester and courses in the IAEMS portal.
11. After mapping the subject/paper combination by the college admin, the student will be able to view the allotted subjects in their profile.