



भारतीय वित्त संस्थान  
**Indian Institute of Finance**  
45 A, Knowledge Park III, Greater Noida, NCR, UP 201308



**HOW TO APPLY**  
**FOR DISTANCE LEARNING PROGRAMMES**

1. Obtain a copy of prospectus & Application Form by sending a DD of Rs. 1250/- in favour of "Indian Institute of Finance" payable at Delhi & send by registered post / personally or submit online.
- 2a. The application form should be filled in a legible hand writing or filled Online.
- 2b. **For Online Application Form Applicants only:** Follow the following Steps  
Step 1 : Open the Online Form available at <http://registration.iif.edu/>  
Step 2 : Fill the Online Form. The Online form requires you to fill the details of your personal information, academic information of Xth, XIIth and graduation, Occupation Information, Payment details and Information of two references. You would require a soft copy of your passport photograph and details of Demand Draft/Pay Order of Rs. 1250/- for filling the online application form.  
Step 3 : Submit the Online Form. You would receive Acknowledgment Letter for Receipt of Online Application Form by email. Now proceed with submission of the documents in hard copy.  
Step 4 : Check the status of your application on <http://registration.iif.edu/getStatus.php> or email us at [admission@iif.edu](mailto:admission@iif.edu) or [admissions@iif.edu](mailto:admissions@iif.edu) or Call at (0120) 6471004/9811971002(M).  
Step 5 : If Selected, proceed with payment of fees.
3. The particulars of the bank draft, number, date of issue, amount, etc. must be mentioned on the form on the space provided.
4. Application form should be complete in all respects. Incomplete application form will not be entertained.
5. Completed application form should be sent to the Administrative Officer, Indian Institute of Finance, 45 A, Knowledge Park III, Greater Noida, NCR, UP 201308, INDIA through registered post / speed post on or before last date.
6. Last Date for submitting applications for **DLP (Distance Learning Programs)** :

For May Session	20th April	For November Session	20th October
With late Fee of Rs. 500/-	30th April		30th October
7. IIF reserves the right to reject any application without assigning any reason. The decision of the Institute in this regard will be final.

**HOW TO PAY YOUR FEE**

1. Semester fee is payable in one installment in the beginning of each semester.
2. The fee is to be paid through demand draft.
3. The bank draft should be in favour of "Indian Institute of Finance" payable at Delhi.
4. The fee paid by Corporate sponsored/NRI's Sponsored/Foreign Nationals in US \$ or equivalent in Indian Rupees as on that date.
5. **FEE ONCE PAID IS NOT REFUNDABLE. No application for refund will be entertained under any circumstances.**

**CHECK LIST**

- For All (Point 1-4)*
1. Completed Application Form / Online Form
  2. Two Letters of Recommendation
  3. Attested Copies of Certificate
    - a. Xth Marksheet & Passing Certificate
    - b. XIIth Marksheet & Passing Certificate
    - c. Graduation/PG Marksheet & Passing Certificate
  4. One Photograph (Passport size)
  5. First Semester Fee (via Demand Draft)
  6. Late Fee of R 500/- (See How to Apply Point 8)