STUDENT MANUAL

A step-by-step guide to creating your student account and submitting a fellowship application on the MRFO Student Portal.

Start here

Open the official website: www.mrfo.in
Student Login: mrfo.in/student/login
New Student Registration: mrfo.in/student/register

IN THIS GUIDE

01	Open the website and access the Student Portal
02	Create your student account and verify your email
03	Understand your Student Dashboard
04	Apply for a Fellowship Programme
05	Pay the application fee and submit the final application
06	After submission: review, approval and admission updates

Prepared for students using the MRFO online student portal.

01 • GETTING STARTED

Open the website and create your account

Follow these steps if you are applying for a fellowship for the first time.

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Step 1 — Open the official MRFO website

Open your browser and visit www.mrfo.in. Use the official website to access fellowship information and the Student Portal.

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Step 2 — Go to Student Login

Open www.mrfo.in/student/login. If you already have a student account, enter your registered phone number or email address and password, then log in.

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Step 3 — New student? Create an account

If you do not have an account, open www.mrfo.in/student/register and complete the registration form.

Registration form fields

FULL NAME	Enter your full name.
EMAIL ADDRESS	Enter an email address you can access; you will need it for OTP verification and application emails.
PHONE NUMBER	Enter your active phone number.
PASSWORD	Create a password that meets all requirements below.
CONFIRM PASSWORD	Enter the same password again.

Password requirements

Your password must contain at least 8 characters, including one uppercase letter (A–Z), one lowercase letter (a–z), one number (0–9) and one special character (for example: @, #, ! or %).

When all fields are complete, click Create Student Account.

02 • VERIFY AND ACCESS

Verify your email and open the dashboard

After registration, complete the verification step to access your student account.

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Step 4 — Verify your email using OTP

Check the inbox of the email address you registered with. Enter the OTP sent for email verification and follow the on-screen instructions. If you do not see the email, check your Spam/Junk folder before requesting another OTP.

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Step 5 — You will be redirected to the Student Dashboard

After successful email verification, you will be redirected to your dashboard. Use the dashboard navigation to manage your fellowship-related activities.

What you can access from the Student Portal

Fellowship Explore available fellowship programmes and related information.	**Class** Access class-related details made available to your account.
Fellowship Apply Start or continue the fellowship application process.	**Payment** View payment-related information and records available in the portal.
Scholarship Access scholarship-related information shown in your portal.	**Notifications** Check updates and messages related to your account or application.
Admission View admission details and instructions when they are made available.	**Exam** Access examination-related information available to you.
My Profile Review or manage your student profile information.	**Latest Update** Read recent announcements and updates.
Help & Support Use the available support options if you need assistance.	

Important

The options shown in your dashboard may depend on your account and application stage. Check the portal for the latest information.

03 • FELLOWSHIP APPLICATION

Start and complete your application

Keep your details and required documents ready. Follow the sequence below and review each section carefully.

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Step 6 — Open Fellowship Programme

From the Student Portal, go to Fellowship Programme and review the available programmes. Choose the fellowship you want to apply for. Read the programme details and any eligibility or application instructions shown on the website before proceeding.

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Step 7 — Click Apply

Select the available fellowship and click the Apply button. Make sure you have selected the correct programme before continuing.

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Step 8 — Fill in the basic details

Complete the basic information requested in the application form. Check spelling, contact details and other entries before submitting this section.

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Step 9 — Submit basic details and note your application number

Submit the basic details. An application number will be generated, and an application-start confirmation email will be sent to your registered email address. Save the application number for future reference.

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Step 10 — Enter qualification details

Continue to the qualification section and provide the educational or qualification details requested in the form. Review the information for accuracy before moving on.

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Step 11 — Upload mandatory documents

Upload every mandatory document requested by the portal. Check that each file is correct, readable and attached to the appropriate document field. Follow any file-format or file-size instructions displayed on screen.

Before proceeding

Do not upload incorrect or unreadable files. If a required document is missing, complete it before moving to preview and payment.

04 • REVIEW, PAYMENT AND SUBMISSION

Pay the application fee and submit finally

Your application is not fully submitted until you complete the final preview and submit process described below.

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Step 12 — Click Preview

After completing the qualification details and uploading the mandatory documents, click the Preview button to review the information you have entered.

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Step 13 — Go to the payment page

Proceed to the payment page and review the application fee displayed by the portal. Confirm that you are paying for the correct application.

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Step 14 — Pay the application fee

Complete the payment using the payment options available on the website. Do not close the page or retry repeatedly while a transaction is processing.

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Step 15 — Save the payment confirmation and receipt

After successful payment, you will receive a confirmation email on your registered email address. Download and keep the payment receipt for your records.

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Step 16 — Click Final Preview and Submit

After payment, click Final Preview and Submit. You will be redirected to the final preview page. Carefully review all the details displayed there.

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Step 17 — Download, confirm and submit

Download the application if the option is shown. Read the confirmation checkbox statement, tick the checkbox, and then click Submit to complete the final submission.

Very important

Payment success alone does not mean that the application has been finally submitted. Complete the final preview, tick the confirmation checkbox and click Submit.

05 • AFTER YOU SUBMIT

Confirmation, review and admission updates

Once the final submission is complete, keep your email and Student Portal available for updates.

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Step 18 — Check your final submission email

After submission, you will receive a confirmation email on your registered email address stating that your application has been submitted and locked. Keep this email for your records.

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Step 19 — Wait for MRFO review

The MRFO team will review your application. Wait for the team to update the application status to Approved or Rejected. Check your registered email and portal notifications for updates.

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Step 20 — If approved, check class and admission details

After approval, your class details and admission details will be updated on your Student Portal. Log in and review the information and any instructions provided.

Final checklist

✓	I used the official MRFO website and Student Portal.
✓	I verified my registered email using OTP.
✓	I saved my application number.
✓	I completed the basic and qualification details.
✓	I uploaded all mandatory documents.
✓	I completed the application fee payment and downloaded the receipt.
✓	I reviewed the Final Preview, ticked the checkbox and clicked Submit.
✓	I received the final application submission confirmation email.

Need help?

Visit the official MRFO website at www.mrfo.in and use the Help & Support / Contact options available there. Do not share your password or OTP with anyone.

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Student Manual | Follow the latest instructions and notices published on the official website.