

Steps to Create User Profile and Apply for Address Change:

- 1. Create Your User Profile:**

Go to the [User Profile Creation page](#) (first phase tab). If you haven't already created a profile, you will need to do this before proceeding.
- 2. Enter Mobile Number and Details:**

Enter your correct mobile number and other required details. The mobile number you provide will serve as your User ID.
- 3. Login to Continue Profile Creation:**

After creating a temporary profile, go to the **'User Login'** tab located at the top-right corner of the page. Select the **'student'** option and log in using your registered mobile number and the OTP you receive. This will allow you to proceed to the second phase of profile creation.
- 4. Complete Your Profile and Aadhaar e-KYC:**

Fill in the required information. If you have an Aadhaar number, complete the Aadhaar e-KYC using OTP otherwise select 'No'.

 - Alternative for non-Aadhaar Holders:**

If you don't have an Aadhaar number, you can use your passport number, voter ID, or PAN to create a profile.
- 5. Fill Additional Details:**

After successfully completing Aadhaar e-KYC or using a passport number, voter ID, or PAN, fill in any additional details as prompted on the webpage.
- 6. Upload Photo and Signature:**

Upload a photo and your signature (file size must be greater than 100kb, in the prescribed format). Once uploaded, click the submit button. A message will confirm the successful creation of your user profile.
- 7. Log In to Apply for Address Change:**

After successfully creating your user profile, go back to the **'User Login'** tab, select the **'student'** option, and log in using your registered mobile number and OTP. After logging in, you will be prompted to fill in an application for a change of address. Complete and submit the form.

