

**RAJA RAM MOHUN ROY NATIONAL AGENCY FOR ISBN  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF HIGHER EDUCATION  
GOVERNMENT OF INDIA**

## HOW TO APPLY FOR ISBN NUMBERS ON ISBN PORTAL

To apply for ISBN Numbers the Applicant has to first register them on the website [isbn.gov.in](http://isbn.gov.in) and after registration they can further apply of ISBN Numbers as and when required.

To register them on the website the Applicant has to follow the following steps

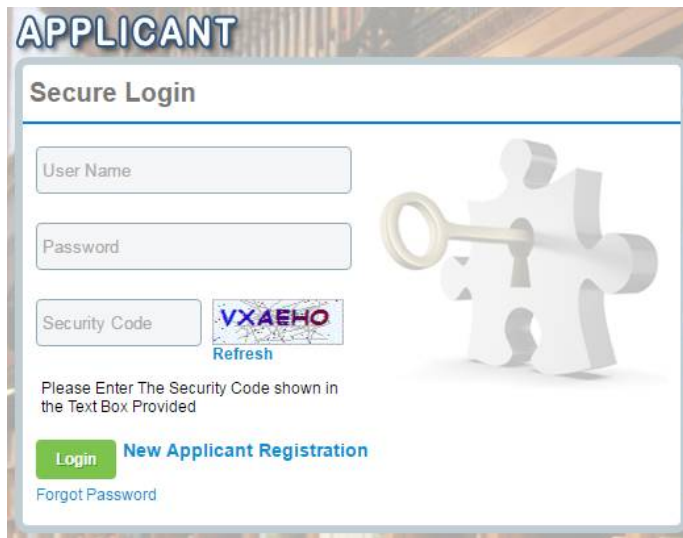
1. Open URL [isbn.gov.in](http://isbn.gov.in)
2. Click on New APPLICANT REGISTRATION as shown below



3. Fill up the form based on your applicant type with original Email ID (further required for login and coordination) and submit the same
4. After submission of the same the system will send you the mail on the registered mail ID containing the Password for online system and the User Name will be your Email ID
5. To Login into the system the You have to click on APPLICANT LOGIN as shown below



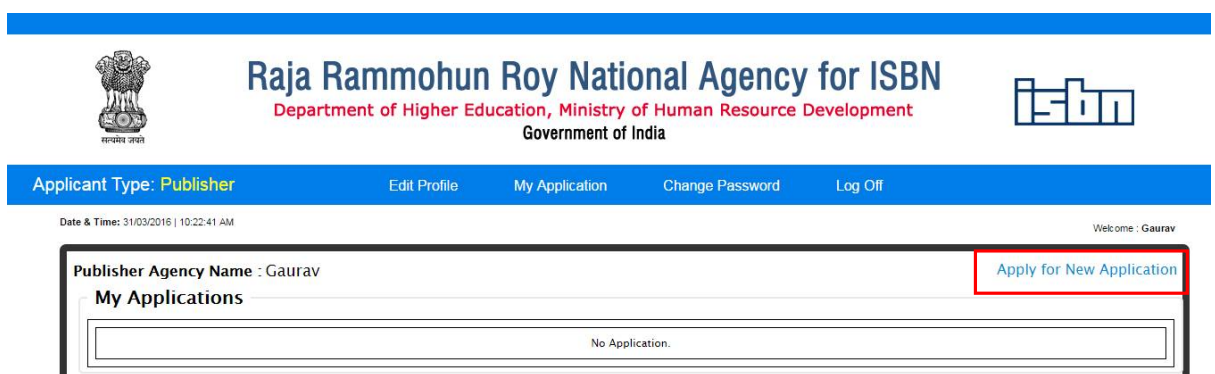
6. In the next screen you have to enter User Name (your Email ID) and password (as received through mail) as shown below



7. After successful login to the system the Applicant is advised to change the password as per convenience by clicking on CHANGE PASSWORD Link as shown below



8. After login to the system the Applicant will be able to view the following screen and can Apply for ISBN Numbers by clicking on APPLY FOR NEW APPLICATION link.



**NOTE:** In case you have earlier applied for ISBN Numbers through this online system then you can apply for fresh ISBN Numbers only after consumption of 90% of allotted ISBN Numbers.

9. Now the Applicant has to fill in the form with all requisite details and upload required documents in specified format as shown below.

**NOTE:** All the documents are suggested to be Jpeg/Pdf formats and maximum size allowed is 100 kb.

18. Have You Applied For ISBN Before ?  Yes |  No

(a) If Yes, What was the assigned ISBN ?

(b) If Yes, Have you Attached submitted the bibliographical details about the used ISBN as per logbook  Yes |  No

COVER PAGE OF TITLES/BOOKS  No file chosen  
Upload Only Pdf / Jpg file Max. File Size is < 100Kb

No file chosen  
Upload Only Pdf file. Max. File Size is < 100Kb

10. You have to click on the SAVE button. After successfully saving the form the applicant will be able to view the following screen with current status of their application. After saving the application form the Applicant has to finally submit the same to the Agency by clicking on SUBMIT TO AGENCY link as shown below

**Note:** Until you click on SUBMIT TO AGENCY link you can make any kind of modifications in the application request form and the same will be pending at your end. No action can be taken by the department until and unless you finally submit the same to the department.

Publisher Agency Name : Gaurav [Apply for New Application](#)

**My Applications**

Sl No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1		--	0	Pending	-	<a href="#">View Application</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Submit To Department</a>

10. After submission of the same to the Agency the Application status of the same will be updated to SUBMITTED and now you have to wait for further approval and issue of ISBN Numbers by the department. After issue of ISBN Numbers by the department the system will send an update on your registered email ID and the status of the Application will be changed accordingly.

11. In case any clarification is required by the Agency, the system will indicate the same in the APPLICATION STATUS Column as shown below and the same can be viewed and answered by clicking on View Details Link.

Publisher Agency Name : Gaurav [Apply for New Application](#)

**My Applications**

Sl No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1	15/ISBN/2016/P	31/03/2016	0	Clarification Sought by Department	<a href="#">View Details</a> New	<a href="#">View Application</a>   <a href="#">Print Application</a>

12. After clicking on the View details the Applicant will be able to view the below mentioned screen with a provision of sending a Reply to the Agency. Applicant has to click on SAVE & SUBMIT Button so as to finally send the reply to the Agency.

Name Gaurav Application Reference Number 15 ISBN 2016 P		
CLARIFICATION DETAILS		
1.) Query Date :- 31/03/2016		
Query	gfhdfhg	Not provided
Reply		
Reply Date		
Reply File		
Reasons	<ul style="list-style-type: none"> <li>Document is not complete</li> </ul>	

**Reply/Answer**

Question : gfhdfhg

Answer :

ANY OTHER DOCUMENT  No file chosen

13. After submission of the clarification the status of the application will be updated as shown below and the same will be pending at the Agency for approval.

Date & Time: 31/03/2016 | 10:54:05 AM Welcome : Gaurav

Publisher Agency Name : Gaurav <span style="float: right;"><a href="#">Apply for New Application</a></span>						
My Applications						
Sl No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1	15 ISBN 2016 P	31/03/2016	0	Under Process	<a href="#">View Details</a>	<a href="#">View Application</a>   <a href="#">Print Application</a>

14. The status of application APPROVED / REJECTED will be shown as under but the same will be pending at department in case of Approved for further issue of ISBN Numbers.

Publisher Agency Name : Gaurav <span style="float: right;"><a href="#">Apply for New Application</a></span>						
My Applications						
Sl No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1	15 ISBN 2016 P	31/03/2016	0	Approved	<a href="#">View Details</a>	<a href="#">View Application</a>   <a href="#">Print Application</a>

15. After allotment of the ISBN Numbers the system will show the application status as ALLOTTED but the same will be pending at Agency for finally issue of ISBN series against this application.

Publisher Agency Name : Gaurav [Apply for New Application](#)

**My Applications**

SI No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1	15/ISBN/2016/P	31/03/2016	0	Allotted	<a href="#">View Details</a>	<a href="#">View Application</a>   <a href="#">Print Application</a>   <a href="#">View Book Details</a>

16. After issue of ISBN Series by the Agency the system will display the application status as ALLOTTED (PLEASE FILL BOOK DETAILS) as shown below

Publisher Agency Name : Gaurav [Apply for New Application](#)


**My Applications**

SI No.	Application Ref. No	Submitted On	Titles Applied	Application Status	Clarifications	Action
1	15/ISBN/2016/P	31/03/2016	0	Allotted (Please Fill Book Details)	<a href="#">View Details</a>	<a href="#">View Application</a>   <a href="#">Print Application</a>   <a href="#">New Book Details</a> <b>New</b>

17. Now to receive the ISBN numbers from the issued series the Applicant has to provide the Book Details so as to get the ISBN numbers each published book by clicking on NEW BOOK DETAILS Button as shown above.

18. The Applicant will be able to submit the book details in 2 ways i.e.
- Submit single book details by clicking on ADD NEW BOOK link
  - Submit multiple / all book details in one go by clicking on BULK UPLOADING link (The format of Bulk uploading can be downloaded by clicking on EXCEL ICON) as shown below

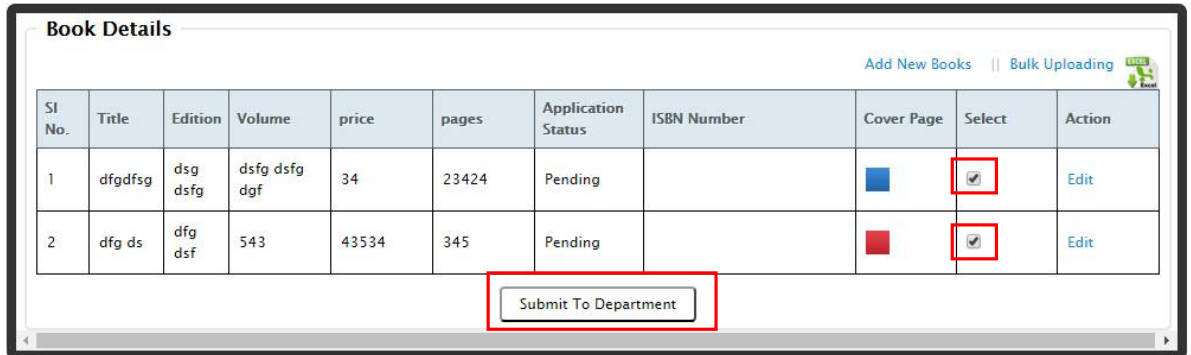
**Book Details**

[Add New Books](#) | [Bulk Uploading](#) 

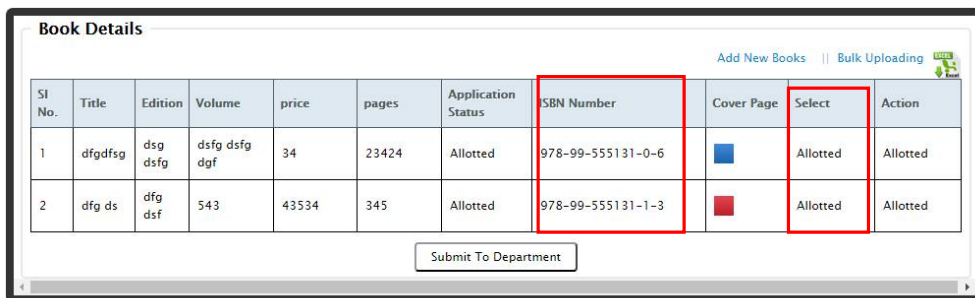
No Application.

In case of Bulk uploading the cover page Photo can be uploaded by clicking on EDIT Button against each Book details.

19. After updating book details the Applicant has to finally submit the details to Agency by checking the boxes adjacent to each book details clicking on SUBMIT TO AGENCY button as shown below.



20. Now the Applicant has to wait for further issues of book wise ISBN Numbers from the Agency. The status of the ISBN Numbers against each book can be seen by clicking on NEW BOOK DETAILS link as shown below.



**NOTE:** In case you have earlier applied for ISBN Numbers through this online system then in that case you can apply for fresh ISBN Numbers only after consumption of 90% of allotted ISBN Numbers.