TamilNadu Engineering Admissions – 2020
Certificate Uploading Process
Instruction to the Candidates

Tamil Nadu Engineering Admissions 2020 (TNEA-2020) is completely an online process with the following stages – Online Registration & Application Filling, Certificate Verification, Online Choice filling, Tentative Seat Confirmation and Provisional Allotment.

After Candidates completed their registration of application online successfully by visiting the official website www.tneaonline.org with all the necessary details and application fee, they can upload their certificates as per the given schedule and their certificates will be officially verified through TNEA Facilitation Centers (TFC).

The certificates need to be uploaded are based upon the information provided during the registration of application and before uploading the certificates, candidates are requested to get ready with the required certificates in the digital format. The following certificates need to be uploaded. The details about document size and format are as follows:

S. No	Certificate Name		Format	Minimum Size	Maximum size
1	10th Mark sheet	Mandatory for All the Candidates	JPG,PNG, JPEG, PDF	150KB	1 MB
2	12th Mark sheet				
3	Candidate Photo		JPG,PNG, JPEG	20KB	50 KB
4	Candidate Signature				
5	11th Mark sheet	Mandatory for all Tamil Nadu state board students.	JPG,PNG, JPEG, PDF	150KB	1 MB
6	Community Certificate	Mandatory for All the Candidates (Except OC community)	JPG,PNG, JPEG, PDF	150KB	1 MB
7	Transfer Certificate	Optional	JPG,PNG, JPEG, PDF	150KB	1 MB
8	Nativity Certificate	Mandatory only for Tamil Nadu Native candidates who studied in other states in any of 8th to 12thStd	JPG,PNG, JPEG, PDF	150KB	1 MB
9	Srilankan Refugee Certificate	Only for Refugee from Srilanka	JPG,PNG, JPEG, PDF	150KB	1 MB
10	Nativity Eligible Certificate	Only for Candidates whose native is other state	JPG,PNG, JPEG, PDF	150KB	1 MB
11	Ex-servicemen Certificate	Only for candidates whose opted Ex-servicemen category as "yes"	JPG,PNG, JPEG, PDF	150KB	1 MB
12	Differently abled Certificate	Only for candidates whose opted	JPG,PNG, JPEG, PDF	150KB	1 MB

		Differently abled category as "yes"			

Any other supporting documents for the mandatory documents are considered as optional certificates and those are to be uploaded in the Additional certificate category. The document size and format are as follows:

S. No	Certificate Name	Format	Minimum Size	Maximum size
1	Additional Certificates (Eg: Ex-servicemen ID card and Discharge book, parent salary certificate, differently abled ID card, etc)	JPG,PNG, JPEG, PDF	150KB	1 MB

Conversion of Certificates into Digital Format:

Procedure 1: Desktop Machine / Laptop

1. Use the Scanner device to scan the certificates.
2. Check the size of the scanned document.
3. If the scanned document size is within range of the specified size, then use it directly to upload.
4. Otherwise, use the optimized tool like Microsoft-Paint, Microsoft Picture Manager to resize the document.

Procedure 2: Camera in Smart Phone
1. Use the Mobile camera, to capture the image of the document.
2. Check the size of the captured image.
3. If the captured image size is within range of the specified size, then use it directly to upload.
4. Otherwise, use the optimized tool to resize the document

Procedure 3: Scanner App in Smart phone
1. Download and install any Scanner App like Microsoft lens, Doc Scanner, Adobe Scan, Clear scan, Fast scanner in your Smart phone. (Disclaimer: We are suggesting some of these App are used for scanning, we are not promoting them or if these apps store your data in their system it is at your own risk, TNEA is not responsible for it)
2. Use the Scanner App and capture the certificate as image/pdf.
3. If the scanned document size is within range of the specified size, then use it directly to upload.
4. Otherwise, use the resize or compress option to convert the document into the required size.

Uploading Procedure:
The candidates who have completed their application and made registration fee payment are only allowed to upload their certificates. Visit the official website www.tneaonline.org and click the "Login" button which shows the webpage as follows.
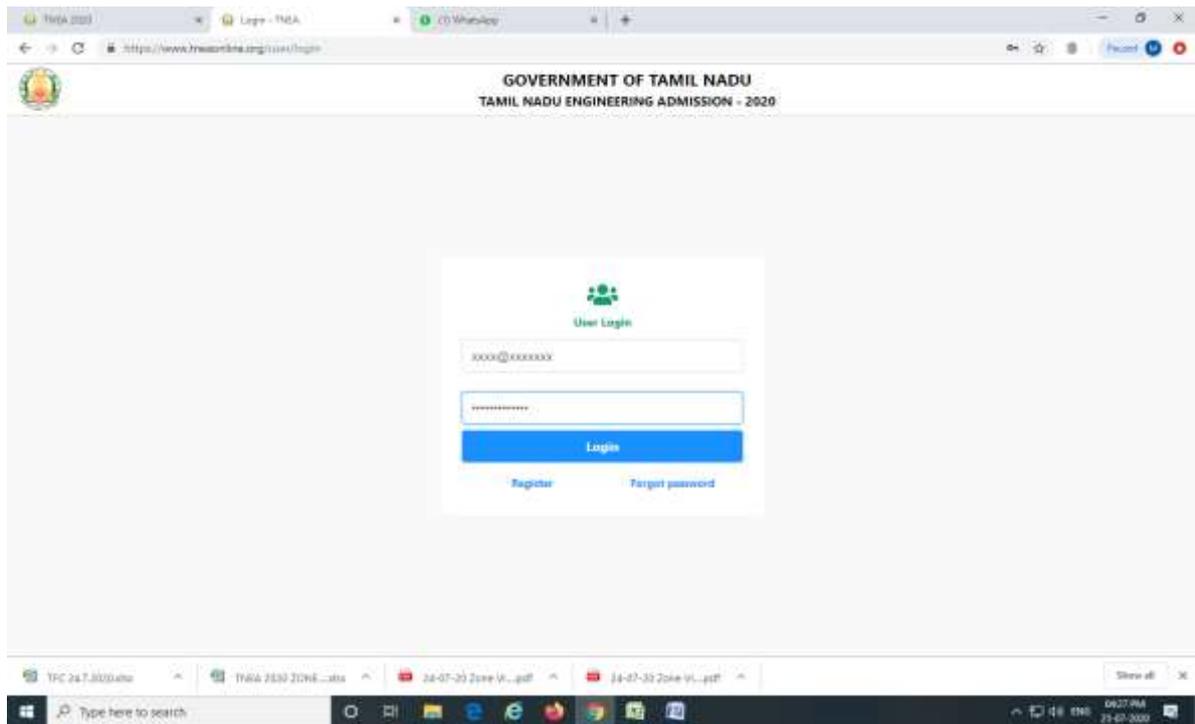
Enter the candidate's login credentials and click the login button which redirects to the generate report webpage as follows. In this page the user can download their application and also upload their certificates.
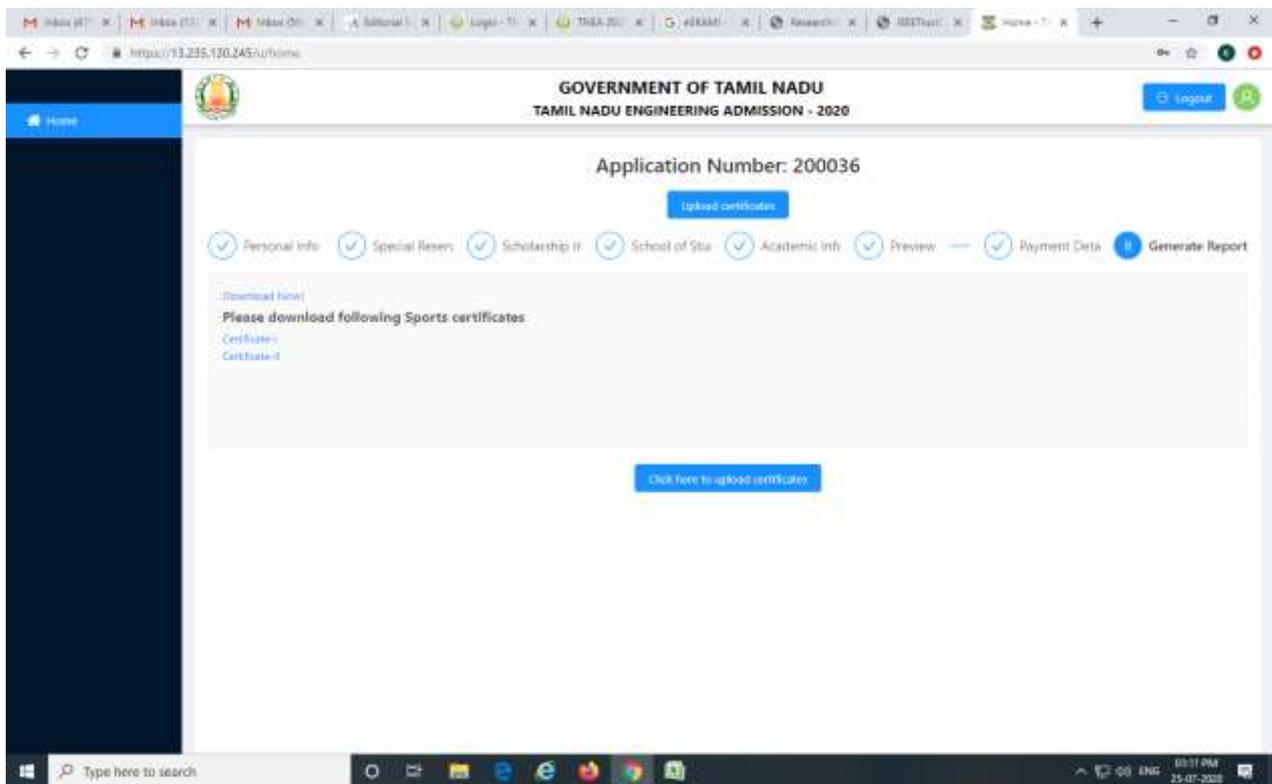
In this web page, Click the button "Click here to upload certificates" or "upload certificates" and it is redirected to the webpage as follows. It displays instructions for candidates and list of certificates to be uploaded by the candidate. Please read the instructions thoroughly before proceeding
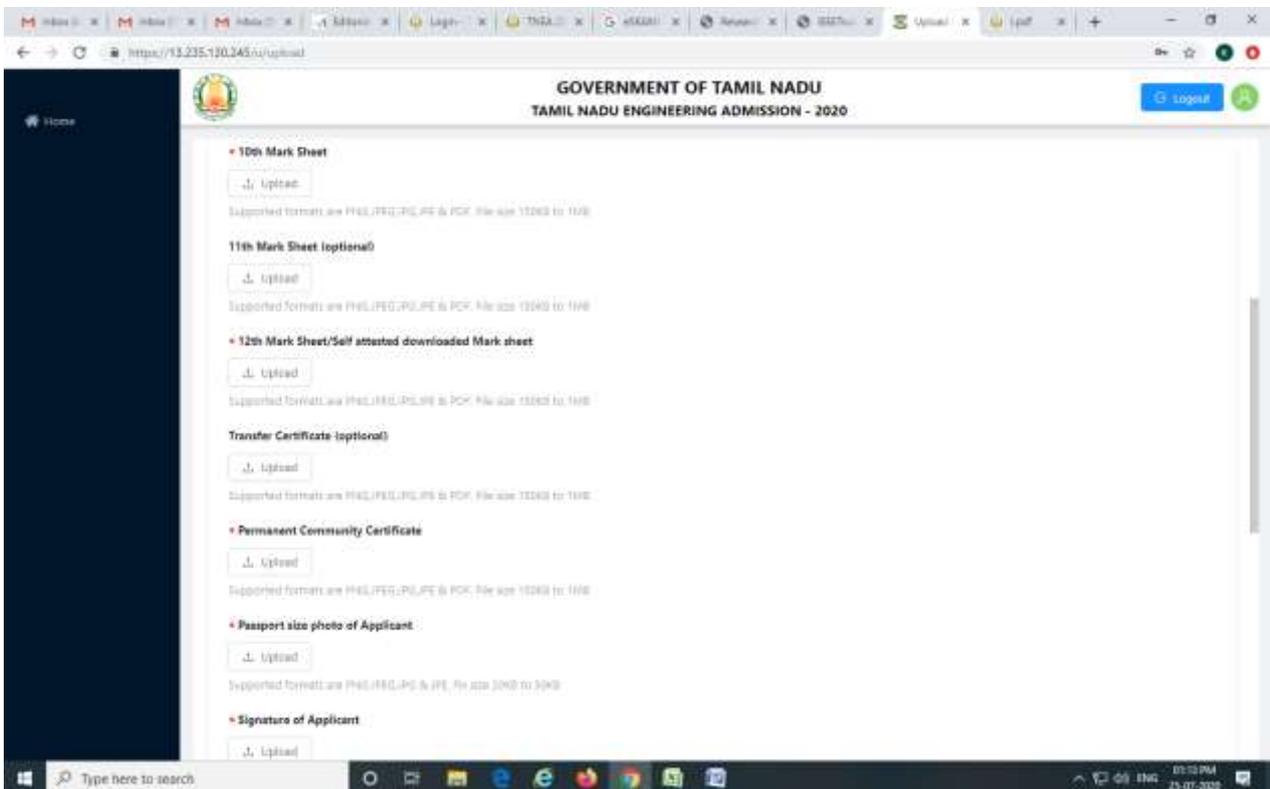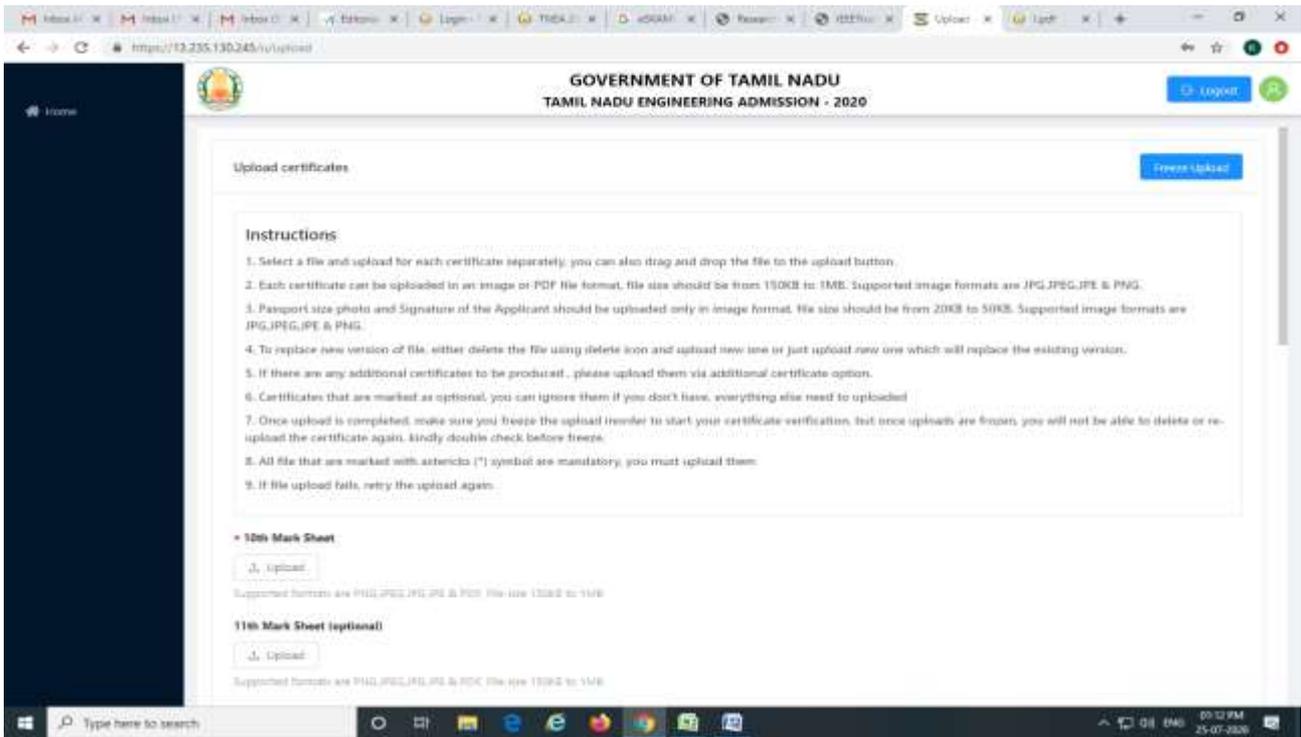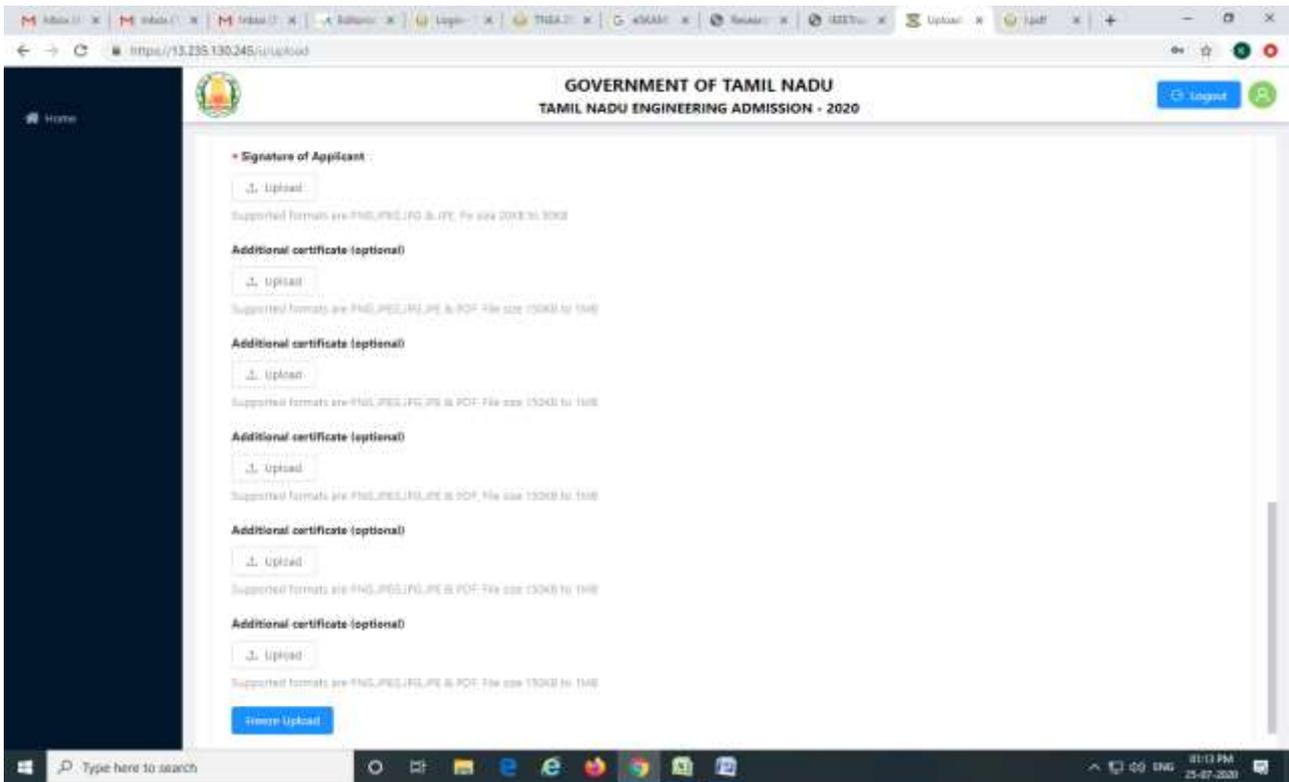
Click the "upload" button available in the document to be uploaded and it redirects to the directory. Select the file from the directory where the file is available and click open button.
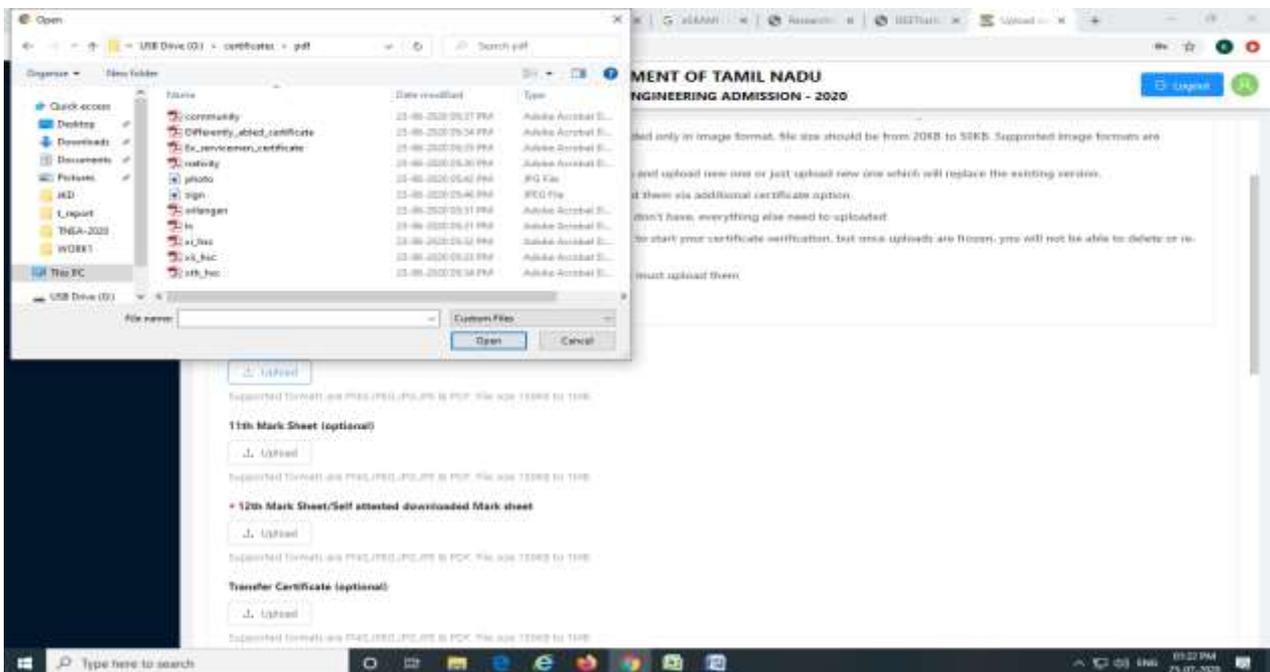
If the file format is in the acceptable format and document size is within the range, then it shows the uploading processing bar and displays the message "File successfully uploaded". If file size is not in the specified range then it displays the error message "File Size is too large". If you are using

Smartphone to upload, you can select files from Gallery or file folder or you can capture from Camera. But File size should be within the prescribed size.
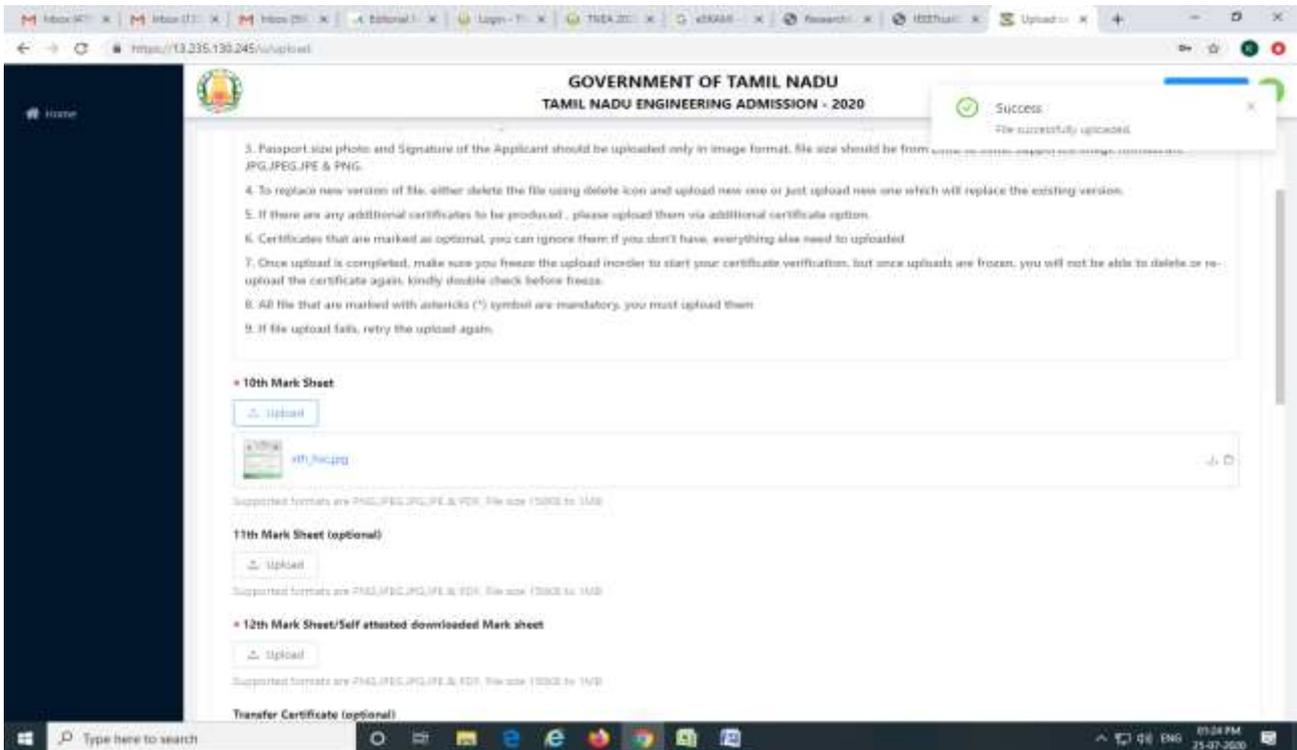
Like the procedure said above, the candidate can upload all their required certificates, the candidate passport size photo and signature.
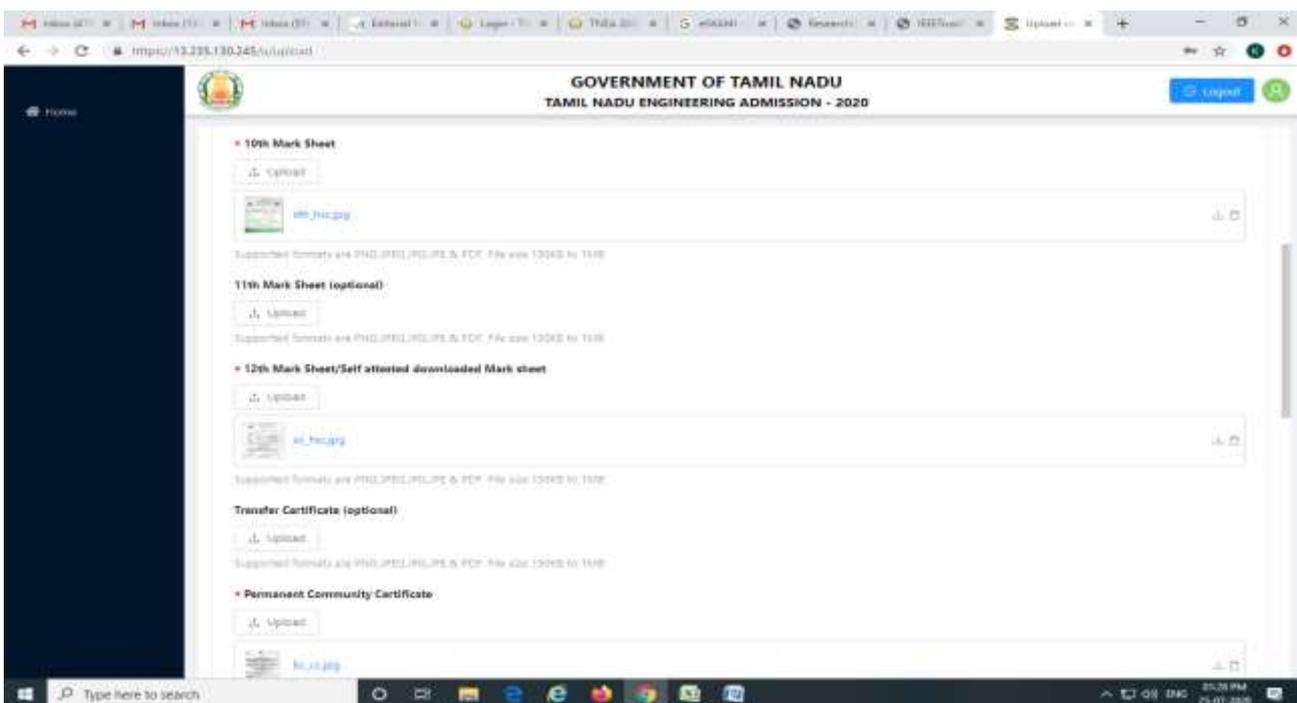
After uploading the certificates, the user has the option to download the certificates to check and confirm the correctness. If a user has wrongly uploaded the file, they can remove the file using "Delete" option. When the candidate clicks the delete option, it asks to confirm the delete file option.
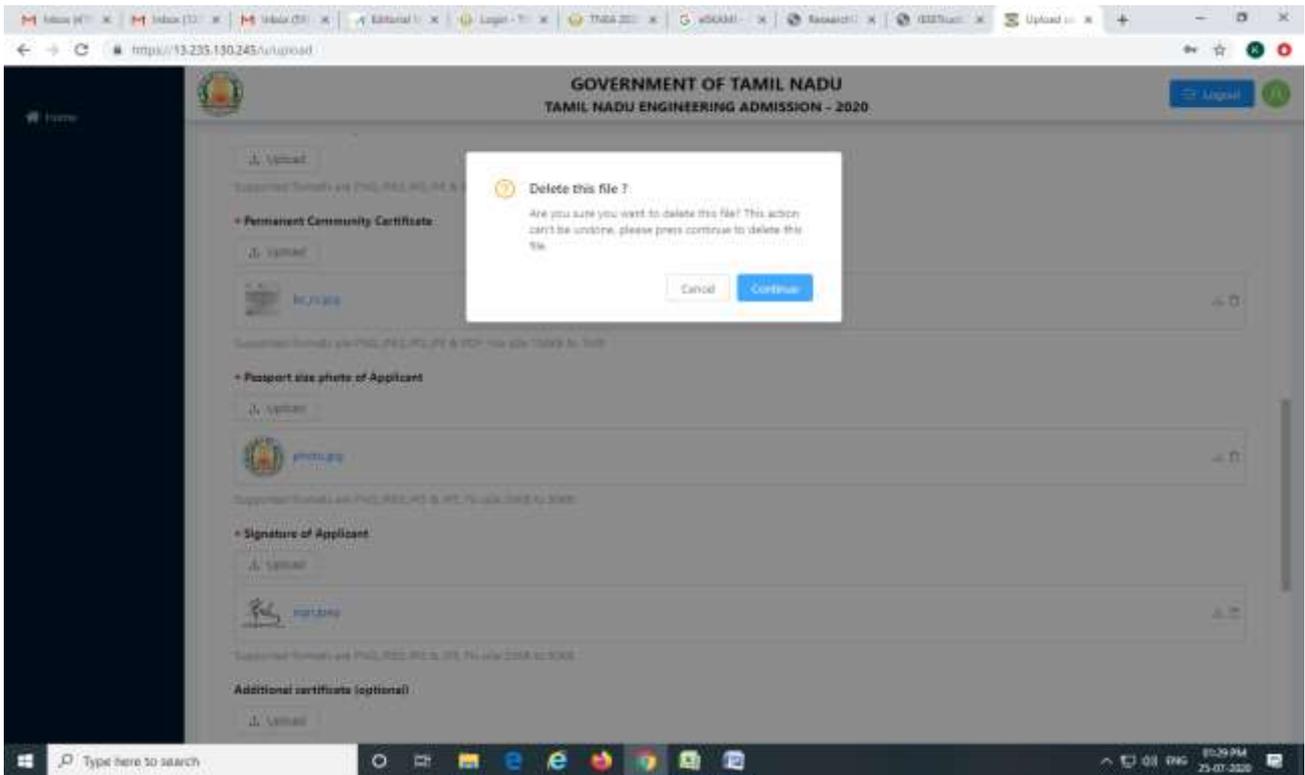
After All the certificates, the candidate passport size photo and signature are uploaded and verified, then you can freeze the upload option by clicking the button "Freeze Upload". Once the uploading option is frozen, then the candidate cannot upload/modify any certificates and it is considered as ready to verify.
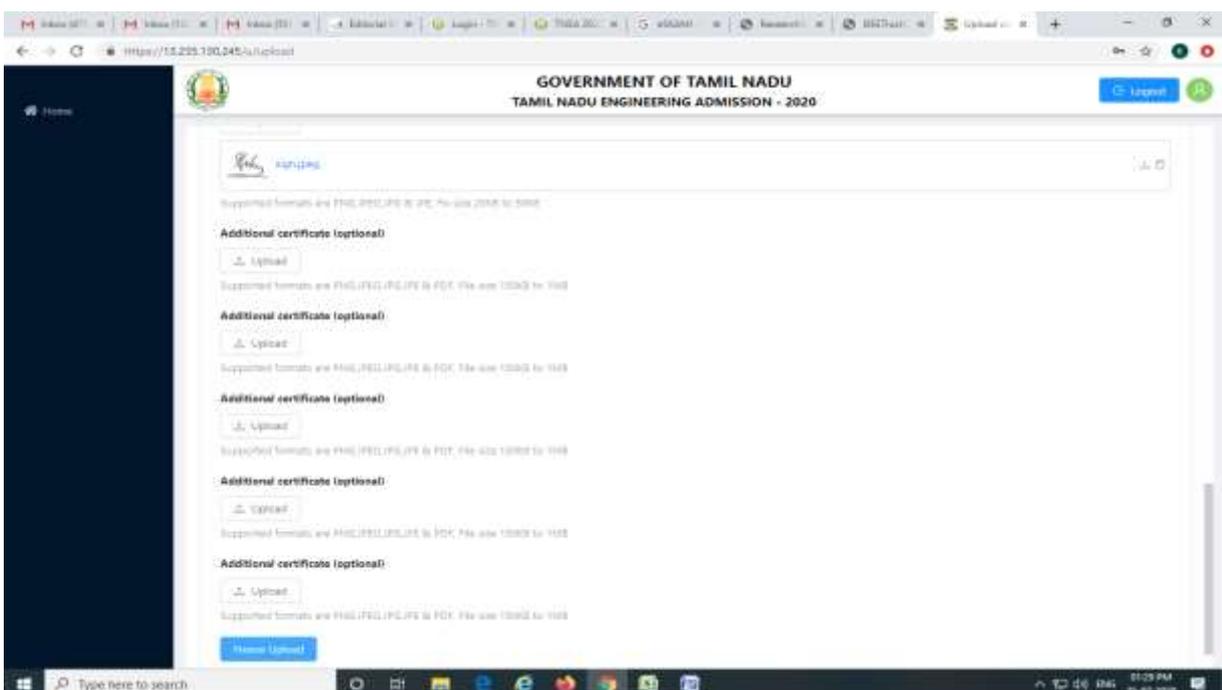
After clicking the Freeze upload button, it says to confirm freeze option with the declaration. Read the declaration carefully and click the "confirm" button and finish the uploading process.
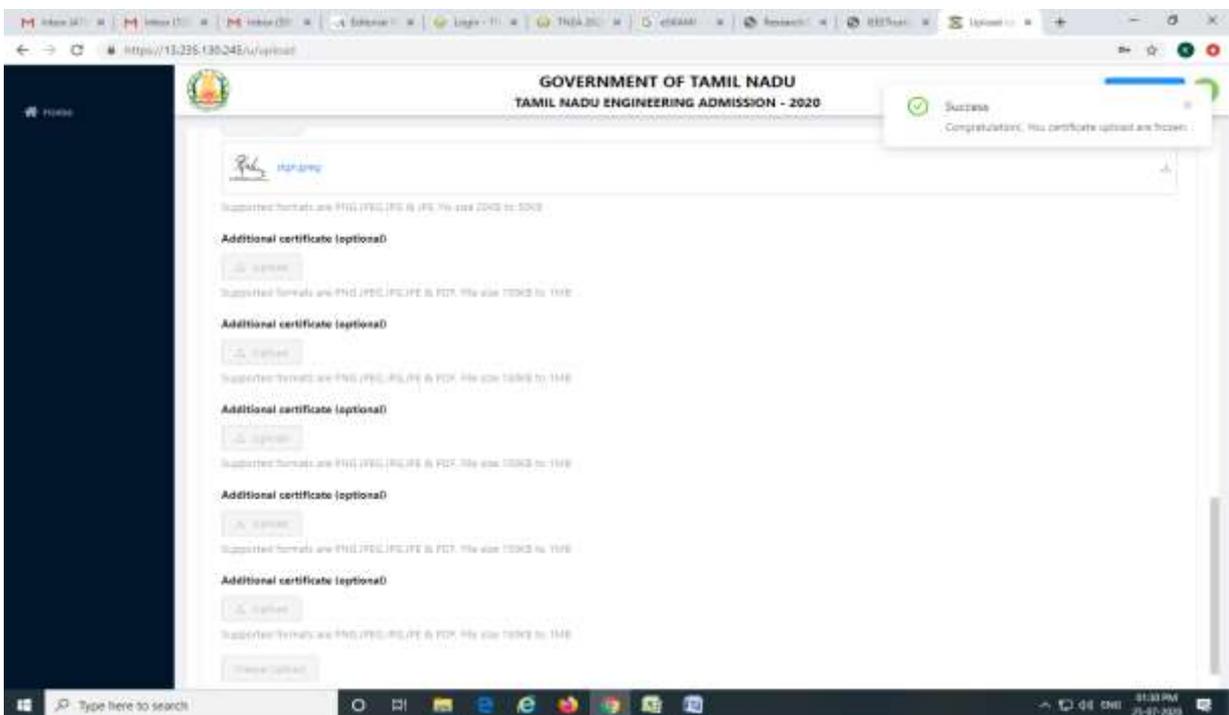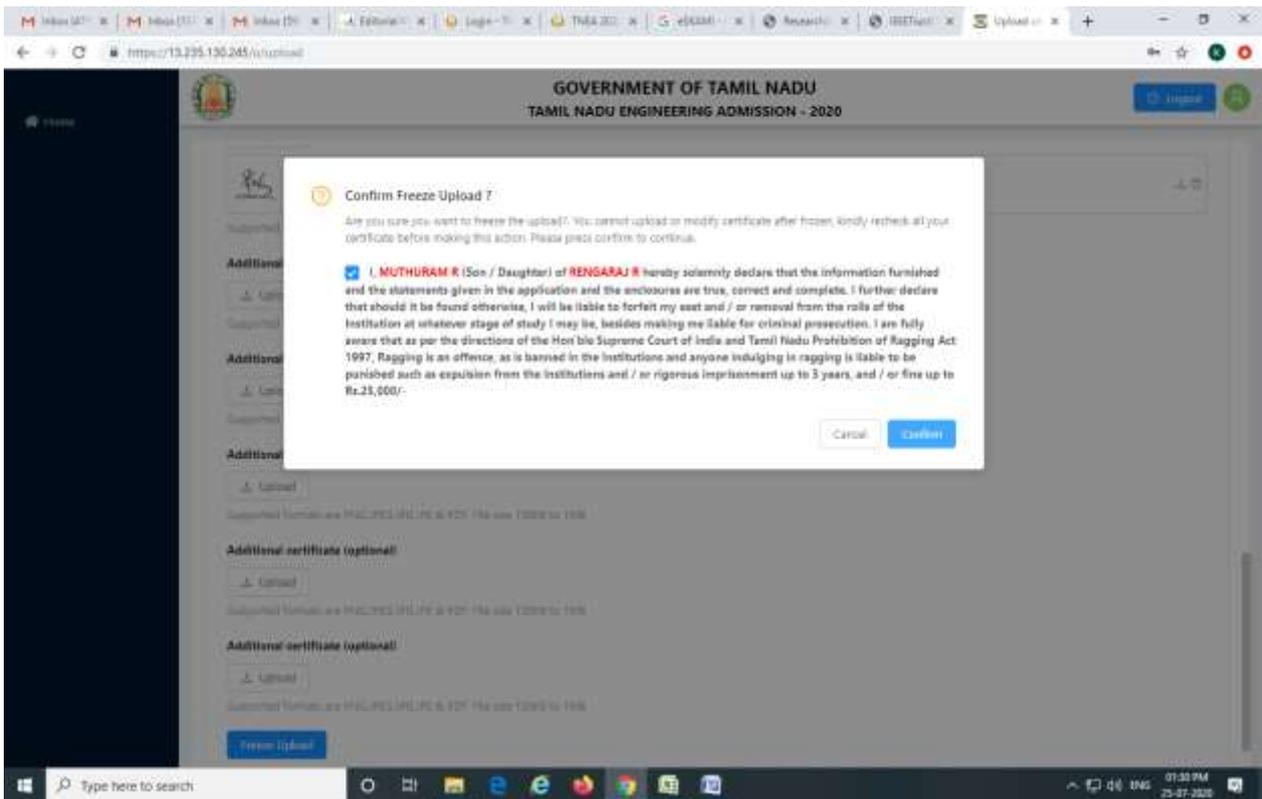
After frozen the uploading process, the candidate can see their uploaded certificates. It shows only download option and the candidate can download the certificates.
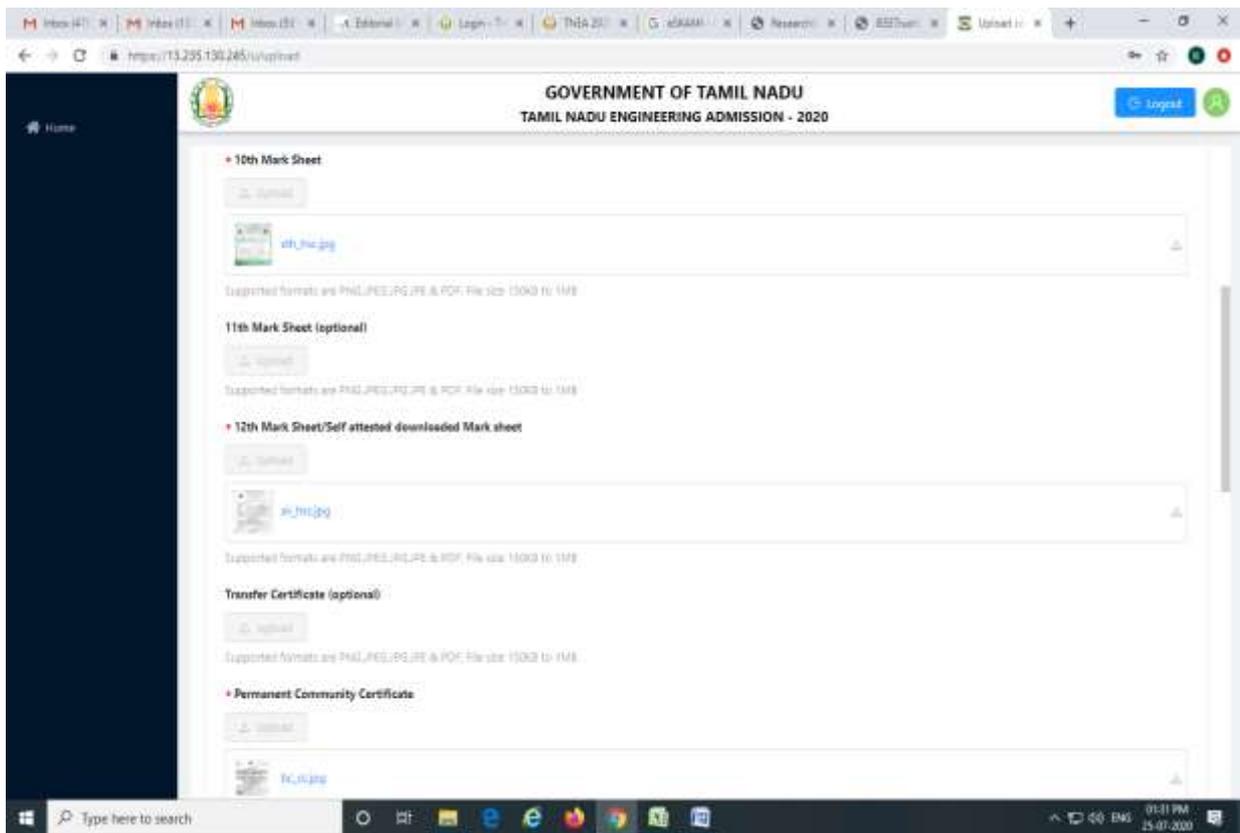
Now the candidate's uploaded certificates will be redirected to TNEA Facilitation center (TFC) for certificate verification. Based on the uploaded certificates, the candidate's filled application information will be verified.