

Scottish Church College

NAAC Grade A Institution - College with Potential for Excellence

Kolkata 700 006

BA/BSc/BBA/BCom Admission 2016: On-line Submission of forms

How do I submit my application on-line?

Answer: Follow the steps given below.

1. Access any computer with internet connection, at home or any Internet Café.
2. Log on to www.scottishchurch.ac.in using Internet Explorer.
3. Click various links to obtain information regarding admission and read the Admission Information Brochure carefully.
4. Click the link for BA/BSc/BBA/BCom Admission as you may choose.
5. Select your subjects (Honours & General) and various other options.
6. Enter aggregate and subject marks (in %) and other details in appropriate boxes.
7. Fill up the application form carefully and submit by clicking **Submit** button.
8. You may preview/print the Application Form for your future reference by clicking appropriate buttons.
9. **Upload your very recent passport size colour photo (Width 3.5 cm X Height 4.5 cm) in GIF/JPEG/JPG format not exceeding 50 kB filesize. Check "Frequently-asked Questions" on the Admission Page.**
10. After submission, print the Confirmation Slip containing your Application Number and, the 3-part Bank Form (if you do not opt for on-line remittance) by clicking **Print** button.
11. If, for some reasons, the Bank Server is not available at the time of submission of the form, you can retrieve your 3-part Bank Form later by entering your application number and Date of Birth after clicking "**Retrieve Challan**". You need not enter your whole data again.
12. You may remit the **non-refundable Form fee of Rs. 250.00 + Bank Charges** either on-line (Net-banking or using credit/debit card) or directly using the 3-part Bank Form in any branch of Indian Bank .
13. **Your application is valid only if the Form fee is received by the college before the last date for submission.**

14. You may check your Payment Status on-line, **THREE clear working days after remitting the fee in the bank.**
15. Print out the "**Fee-paid Slip**" while checking your Payment Status and produce the same at the time of admission/counselling.

If you wish to apply for more than one subject, please submit separate applications and remit separate fee.

16. *If you want to be considered for more than one category (for example, ST and CHR), please submit separate applications for each category. Switching category will not be entertained at the time of counselling/admission.*

Principal

16/05/16