

INSTRUCTIONS FOR FILLING UP ON LINE
APPLICATION FORM: 2024-25

1. Online admission details are available on the Serampore college website www.seramporecollege.ac.in.
2. Candidates who have qualified H.S or its equivalent examination in 2021, 2022, 2023, 2024 are eligible to apply for B.A., B. Sc., & B. Com. Courses.
A candidate can apply for **any number of four years' honours courses & three years' courses** (previously called 'general course') provided the applicant fulfils the minimum eligibility criteria.
3. Applicants willing to apply online for admission to various courses of Serampore College are required to first register online and read the guidelines given below carefully.
4. There is an application fee of **Rs. 250/- per application**.
5. Download the instructions, read them carefully and save them for ready reference. Follow the guidelines during online filling of the application form. Click on "**I have read the Instructions**" button to proceed further.
6. On the landing Page (the webpage which opens after you click on the admission link <https://seramporecollegeerp.in>, please click on "**Applicant Login**" button.
7. New Applicants should click on the blue button indicating "**New Applicant? Create a New Account**".
8. Password of the candidate will have to be entered by the candidate as per the following rules:
 - a. Password should be of minimum 6 characters and maximum 13 characters.
 - b. There should be at least one alphabet.
 - c. There should be at least one NUMERICAL Character
9. For submission of the form, filling up of "**Captcha**" is a must.
10. After filling up the form and clicking on the "Register" button, the candidate will receive an email with all the credentials for login:
 - a. User Name, which will be also the Application ID
 - b. Password
 - c. OTP
11. The candidate will be taken to the OTP Page where the Candidate will have to enter the OTP. After entering OTP, the candidate will be taken to the main Application Form.

12. Please remember your **APPLICATION ID & PASSWORD**. These will be required for logging in to the Application Portal. If you forget the Application ID & Password, click on “**Forget Password**”. The candidates are instructed to remember the phone no and email id used at the time of online registration.
13. Before filling up the form, it is suggested to the applicants that they should scan clearly the following documents (for uploading later) as per prescribed sizes given in the list given below:

Document Name	Format, Sizes and Resolution
Candidate’s Passport-size photograph	Size Minimum 40KB and Size Max. 50 KB, 100-300 DPI
Candidate’s Signature	Size Minimum 40KB and Max 50 KB, 100-300 DPI
Original Marksheet of H.S. or equivalent examination, Age-Proof Certificate (Birth Certificate/ Original Admit Card of Secondary Exam/ Certificate of Secondary Examination), Migration certificate, cancelled cheque, Ward of Employee Certificate	(JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)
Caste Certificates, Baptism Certificate/Letter from Presbyter/Pastor/Priest for certification (with seal), Disability Certificate,	(JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI)

14. In the ‘mandatory upload’ section, the applicant has to upload the following **clearly readable documents**:
- Passport-size photograph of the applicant.
 - Scanned signature of the applicant.
 - Scanned copy of original testimonials (Mark sheet/ Caste Certificate/ Gap Certificate etc.) **(Candidates are advised to scan the Original Testimonials for uploading. Scanned copies of photocopied documents should not be uploaded).**

N.B. – certificates of level lower than the levels specified above will not be entertained

(A) Editing of all fields is possible with the exception of applicant’s name, registered mobile number and email ID. An applicant who has submitted ONLY ONE application form for any course can edit her/his form till the first payment is made.

- (B) An applicant who has applied for multiple Honours/Major subjects must indicate her/his PREFERENCE (1st Preference, 2nd Preference and so on) regarding Honours/Major subjects at the time of online form fill up. If a candidate's name is included in the merit list of a subject which is selected as higher preference by the candidate, her/his name will not be included in the merit list of a subject which is selected as lower preference. Candidates can change preference up till the first payment is made. Indication of preference is not applicable in the case of general courses.
- (C) An applicant should check the "Admission Notification" to know about courses offered.
- (D) Last date of online Application: to be notified later.

15. Please note that it is not compulsory to fill up the entire Application at one go. Applicants can save the forms clicking on "**Save & Next**" button.
16. All (*) marked fields in the application form are compulsory. The compulsory information will have to be given before final payment.
17. Applicants shall choose the course in which she/he wishes to apply, based on the eligibility. The applicants are advised to check the eligibility criteria of the courses before making a choice.
18. User/Applicant can change or edit information in the Application as long as the payment is not made. Once the payment is made, the applicant cannot change or edit or modify the information. For any correction in the application form, the applicant will have to visit the college. **Therefore, candidates are advised to fill up and check the application form carefully before final payment/submission.**
19. Only **Paid Applications** will be accepted for further processing after verification by college.
20. Applicants are requested to verify carefully the payment information before making payment. The College will not be responsible for any wrong payment made by the applicant.
21. **Application Fee is non-refundable.**
22. Applicants will be provisionally registered for admission, subject to the eligibility criteria and verification of certificates, mark sheets and other credentials.
23. Applicants shall take the printout of the admission form and keep it with them for future reference.
24. The applicant will be solely responsible for providing correct and relevant information in the application form. In case of any discrepancy found during verification or at any later stage, the application will be rejected by the college and the admission of the applicant will be cancelled. Furnishing of incorrect information/suppression of information may lead to legal action against the applicant.