



ST. ANDREW'S COLLEGE OF ARTS,  
SCIENCE AND COMMERCE

# Online Admissions

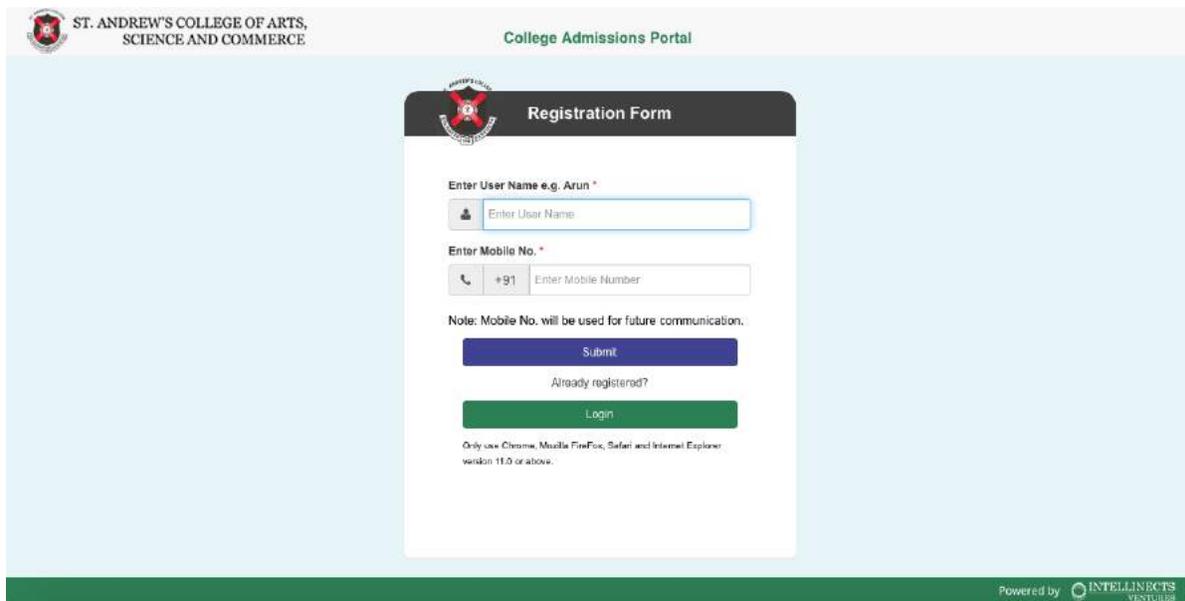
Reference guide



# Online Admissions Process

This document is meant as a guide and for reference only. If you run into technical difficulties email [admissions@intellinects.org](mailto:admissions@intellinects.org)

## Registration



The screenshot shows the registration form for St. Andrew's College of Arts, Science and Commerce. The form is titled "Registration Form" and is part of the "College Admissions Portal". It includes the following fields and buttons:

- Enter User Name e.g. Arun \***: A text input field with a user icon on the left.
- Enter Mobile No. \***: A text input field with a phone icon on the left and a "+91" prefix.
- Note: Mobile No. will be used for future communication.**
- Submit**: A blue button.
- Already registered?**: A link.
- Login**: A green button.
- Footer**: "Powered by INTELLINECTS" logo.

Select a User Name (preferably First Name or a Single word) and enter your mobile number to REGISTER. You will receive a SMS with login credentials

ST. ANDREW'S COLLEGE OF ARTS,  
SCIENCE AND COMMERCE

College Admissions Portal

**User Login**

Enter Registered User Name e.g. Arun \*

Enter User Name

Enter Registered Mobile No. \*

+91 Enter Mobile Number

Enter Password \*

Enter Password

Forgot Password

Login

New user?

Register

Only use Chrome, Mozilla FireFox, Safari and Internet Explorer version 11.0 or above.

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Use the credential details from the SMS to login and begin the process

## Applicant Details

ST. ANDREW'S COLLEGE OF ARTS,  
SCIENCE AND COMMERCE

College Admissions Portal

Dashboard Ronald

**APPLICANT**

FAMILY

ACADEMICS

SUBJECTS

CATEGORY

DECLARATION

REVIEW AND SUBMIT

**Applicant Information**

First Name \* Middle Name Last Name \*

FIRST NAME MIDDLE NAME LAST NAME

Student Full Name \* Student Full Name (In Devanagari) \*

ENTER FULL NAME Enter Full Name (Devanagari Script)

As printed in the S.S.C mark sheet Click here to open translator

Gender \* Mobile No

--Select-- +91 9820289173

Email Id \*

Enter Email id

**Date and Place of Birth**

Birth Date \* Age Place / City of Birth

Select birth date Age Enter Birth Place

**Address**

**Help Section**

- Please enter the applicant name exactly as on S.S.C mark sheet
- Please click on marathi translator link to type applicant name in marathi and copy marathi text from link to 'Student Full Name (In Devanagari)' text box .
- Please enter applicant P.R.No.
- Please enter accurate applicant mobile number and email id. It may used for future communication.

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- Please enter the applicant's name exactly as it appears on the SSC/HSC mark sheet
- Please click on translator link, type applicant's full name in English and it will show full name in Devanagari Script. Please cut/copy this link and go back to form and paste to the text box
- Please enter correct mobile no as it will be used for future communication
- Select the date of birth by clicking on the Calendar. Note that the applicant's

date of birth range has to be between 1st Jan 1990 till 1 st Jan 2001.  
Applicant's age is calculated automatically from birth-date. Please enter  
Place/City of birth.

The screenshot shows the 'Other Details' section of the college admissions portal. It contains several dropdown menus for Nationality, Religion, Blood Group, Mother Tongue, Do you belong to reserved category?, and Do you have any disability?. There is a text input field for Aadhar Card Number. Below this is the 'Documents' section, which has three upload buttons: 'Applicant's Photo', 'Applicant's Aadhar Card', and 'Proof of Residence document'. Each button has a small icon and text indicating that no file is selected. A 'Save and Proceed' button is located at the bottom left of the form. A note at the bottom states: 'Note: You will have one more opportunity to review all the form details before final submission.'

- If you belong to reserved category, please choose "Yes" and keep supporting document ready to upload
- If you have any disability, please choose "yes" and keep supporting document ready to upload
- Applicants photo needs to be in the ratio of 35mm to 45 mm, similar to passport size and face fully visible

ST. ANDREW'S COLLEGE OF ARTS,  
SCIENCE AND COMMERCE

College Admissions Portal

Dashboard RONALD Logout

APPLICANT

**FAMILY**

ACADEMICS

COURSES

REVIEW

DECLARATION

CATEGORY

### Father Details

Father is deceased ? \*  
Yes  No

First Name \*  
FIRST NAME

Middle Name  
MIDDLE NAME

Last Name \*  
LAST NAME

Educational Qualification \*  
--Select--

Father's Occupation \*  
--Select--

Employer's / Business Name \*  
Enter Employer's Name

Designation \*  
Enter Designation

Work Address \*  
Enter Office Address

Country \*  
India

Pin Code \*  
Enter Pin Code

State \*  
--Select--

City \*  
--Select--

Area \*  
--Select--

Address \*  
Enter Father Address

Mobile No. \*  
+91 Enter Mobile No

Email ID \*  
Enter Email ID

#### Help Section

- Please enter father's details including name, qualifications and profession
- When you enter Pin code, State, City and Area are chosen automatically
- Address, mobile no and email address may be used for future communication

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- Please enter father's details including name, qualifications and profession
- When you enter Pin code, State, City and Area are chosen automatically
- Address, mobile no and email address may be used for future communication

ST. ANDREW'S COLLEGE OF ARTS,  
SCIENCE AND COMMERCE

College Admissions Portal

Dashboard RONALD Logout

### Mother Details

Mother is deceased ? \*  
Yes  No

First Name \*  
FIRST NAME

Middle Name  
MIDDLE NAME

Last Name \*  
LAST NAME

Educational Qualification \*  
--Select--

Mother's Occupation \*  
--Select--

Employer's / Business Name \*  
Enter Employers Name

Designation \*  
Enter Designation

Work Address \*  
Enter Office Address

Country \*  
India

Pin Code \*  
Enter Pin Code

State \*  
--Select--

City \*  
--Select--

Area \*  
--Select--

Address \*  
Enter Mother Address

Mobile No. \*  
+91 Enter Mobile No

Email ID \*  
Enter Email ID

#### Help Section

- Please enter father's details including name, qualifications and profession
- When you enter Pin code, State, City and Area are chosen automatically
- Address, mobile no and email address may be used for future communication

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- Please enter mother's details including name, qualifications and profession
- When you enter Pin code, State, City and Area are chosen automatically
- Address, mobile no and email address may be used for future communication

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE College Admissions Portal Dashboard RONALD Logout

### Other Details

Family Annual Income \*

Native Place Address \*

Primary Contact \*  Father  Mother  Guardian

Tel.No (Resi.)     
Enter city code e.g. 22, then tel. number e.g. 26401657

Pin Code \*

Are you living with parents ? \*

### Guardian Details

First Name \*

Middle Name

Last Name \*

Country

Pin Code \*

State

City

Area

Address \*

Mobile No \*

Email Id \*

Tel.No (Resi.)     
Enter city code e.g. 22, then tel. number e.g. 26401657

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#### Help Section

- Please choose family annual income from the drop down menu.
- Native place address is required for future travel concessions
- Annual income proof to be provided if selected
- Guardian details to be provided if not living with parents

- Please choose family annual income from the drop down menu.
- Native place address is required for future travel concessions
- Annual income proof to be provided if selected
- Guardian details to be provided if not living with parents

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE College Admissions Portal Dashboard RONALD Logout

APPLICANT

FAMILY

**ACADEMICS**

COURSES

REVIEW

DECLARATION

CATEGORY

### Last Exam Appeared

Institute Type \*

Stream \*

Class \*

Previous Institute \*

Division \*

Roll Number \*

P.R.No. / MKCL No.

### Academics Details

Exam	Name of Board *	Name of School/College *	Year of Passing *	Seat No./Roll No *	Marks Obtained *	Grand Total % of Marks *	Gr
Xth	S.S.C.-I	St Andrew's	2019	363	456	700	A
XIth	None	St Andrew's	2019	356	420	600	A

Please scroll to the right and fill all the details.

Documents to be uploaded

Xth Marksheet \*    
Only PDF/JPG files

XIth Marksheet \*    
Only PDF/JPG files

### Extra Curricular Activities

In which sports did you actively take part in your school?

At what level have you taken part in those sports?

Your participation in extra-curricular activities. Give

#### Help section

- Please choose board where you graduated from e.g. Mat, State, ICSE, CBSE etc.
- Some boards provide a grades which need to be entered.
- Mark sheet or original will be verified if selected.
- Please enter small percentage or relevant.
- Please scroll to right and fill all the details.

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- Please select the institute, stream and class which you have appeared earlier. Also mention the name of institute if you were not from St.Andrew's College of Arts, Commerce and Science in previous year.

- For F.Y.J.C and F.Y.Degree, Please enter MKCL No.Provided by university/F.Y.J.C portal

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE** College Admissions Portal Dashboard RONALD Logout

**APPLICANT** **FAMILY** **ACADEMICS** **COURSES** **REVIEW** **DECLARATION** **CATEGORY**

**Apply For**

Institute Type \*  Stream \*  Class \*

**Subject Selection**

Options	Subjects
<input type="radio"/>	English, I.T, History, Sociology, Psychology, Economics, EVS, Health and Physical Education
<input type="radio"/>	English, French, History, Sociology, Psychology, Economics, EVS, Health and Physical Education
<input type="radio"/>	English, Hindi, History, Sociology, Psychology, Economics, EVS, Health and Physical Education

Note : You will have one more opportunity to review all the form details before final submission.

[Save and Proceed](#)

**Help Section**

- Please select one subject grouping for academic year 2016-17

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- Please select one subject grouping for academic year 2016-17

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE** College Admissions Portal Dashboard RONALD Logout

**APPLICANT** **FAMILY** **ACADEMICS** **COURSES** **REVIEW** **DECLARATION** **CATEGORY**

**Applicant Details** [Edit](#)

Name	R M D	Student's Full Name (In Devanagari)	राहुल शर्मा
Gender	Male	Mobile No	9820000000
Tel.No (Resl.)	22-26401657	Email Id	admissions@intellinets.org

**Date and Place of Birth**

Birth Date	14-12-1999	Age	16	Place / City of Birth	Mumbai
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**Address**

Address

**Other Details**

Mother Tongue	English	Nationality	Indian
Religion	Christian	Parish	None
Do you belong to reserved category ?	No	Reserved Category	None
Blood Group	A+	Do you have any disability ?	No

**Help Section**

- Click to Submit your Application. Once submitted, you won't be able to change the information

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- Review all information before final submission

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE College Admissions Portal Dashboard RONALD Logout

APPLICANT FAMILY ACADEMICS COURSES REVIEW **DECLARATION** CATEGORY

### Applicant's Declaration

I hereby undertake to abide by the rules that will be enforced by the College in the implementation of University Ordinance 0.6086 and accept that my application form for admission to University Examination may not be sent up if I do not fulfill the requirements laid down in Ordinance 0.6086.  
I hereby undertake to participate in the Value Education programmes organised by the College.  
I also declare that I have read the Prospectus of the College and that I will abide by all rules and regulations of the college and accept the decision of the Principal in all matters as final.

### Parent's Undertaking

The applicant is my son/daughter/ward and is taking admission in this college with my consent. The information submitted above is correct. Incorrect/false information will lead to cancellation of Admission to S.V.J.C-Arts Class.  
I am also aware that my son/daughter/ward will not be allowed to leave the college after passing the S.V.J.C-Arts Class. I declare that my son/daughter/ward will abide by all the rules and regulations and the undertaking signed above.

Save and Proceed

Help Section

- Please read the Declaration carefully before proceeding.

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## Student and parents declaration

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE College Admissions Portal Dashboard RONALD Logout

APPLICANT FAMILY ACADEMICS COURSES REVIEW **DECLARATION** **CATEGORY**

### Category Details

Category

Open  Reserved-Sports  Minority (Christian/Roman Catholic)  
 Reserved-Defence  Reserved-Caste  Reserved-Handicapped/LD

Course Applied For	Category	Amount (Rs.)	Action
S.V.J.C - Arts	Open	100.00	

Save

Help Section

- Please select category details from given options.

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- Category chosen to apply
- In-house students select only ONE category.

- Once you choose the category, you will receive instructions saying "Proceed to Pay"
- Clicking on proceed to Pay, will take you to the payment gateway
- You can pay via Debi/Credit card, as well as online banking channels
- Once the payment is received you will return to the admissions page
- Click on the button which will take you to the download pdf form page
- Download the pdf form (ensure pops are allowed on your browser)
- Submit the form to the college along with the supporting documents