

St. Andrew's College of Arts, Science and Commerce
Bandra (W), Mumbai 400 050

**IMPORTANT NOTICE FOR STUDENTS WHO HAVE TAKEN ADMISSION TO
FIRST YEAR DEGREE COURSE 2020-2021**

Students who have been admitted to First Year BA / BCOM / BMS / BAMMC / BScIT / BAF / BBI / BScHS are required to submit hard copies of the under-mentioned documents to the college **before Thursday, 27 August 2020.**

Documents required to be Submitted (by Thursday, 27 August 2020):-

- 1) **Online College Admission Form (Onfees.com).**
- 2) **University of Mumbai MKCL online pre-admission form.**
- 3) i) **HSC Maharashtra Board students:** Two Xerox copies of the Std. XII Marksheet, Xerox copy of 10th Marksheet and XII Leaving Certificate Xerox.
ii) **Students from Indian Boards other than Maharashtra Board and Indian passport holders. (NOT FOR NRI AND FOREIGN STUDENTS)**
 - a) Two Xerox copies of **Std. XII marksheet**
 - b) Two attested copies of **Std. X marksheet**
 - c) Two Xerox copies of **Migration Certificate**
 - d) Two Xerox copies of **Passing Certificate**
 - e) Leaving Certificate Xerox.iii) **Foreign Board (Only Indian Nationality):-**
 - a) **Prima-Facie letter from University of Mumbai.**
 - b) Two Xerox copies of **Std. XII marksheet**
 - c) Two attested copies of **Std. X marksheet**
 - d) Two Xerox copies of **Migration Certificate**
 - e) Two Xerox copies of **Passing Certificate**
 - f) Two Xerox copies of Transcript
 - g) Passport Xerox
 - h) Leaving Certificate Xerox.
- 4) **Proof of Residence (Aadhar Card / Electricity bill / Telephone bill) ANY ONE**
- 5) **Proof of Minority (Baptism / Confirmation Certificate) for Christian Students.**
- 6) **Learning Disability/Physically Challenged certificate, etc. if applicable.**
- 7) **Sports Certificate (International, National, State Level) (**Applicable only for Sports Quota Students who have played for Std. XI and Std. XII**)**
- 8) **Xerox of Fee Receipts**

All Eligibility students if admitted, have to pay Eligibility fees and give an Undertaking on Rs.100/- stamp paper as per draft which will be provided after college reopens.

PLEASE ENSURE THAT:-

1. **NO ORIGINAL MARKSHEETS /PASSING CERTIFICATES/ MIGRATION CERTIFICATES** etc. are attached with the admission form. At present, only Xerox copies are required. Originals will be collected at a later date. **THE COLLEGE WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL DOCUMENTS, IF ATTACHED.**
2. The admission form and University pre-admission form should be printed on A4 size paper in portrait (not landscape) size.
3. Documents are stapled properly and deposited in the box labelled for the course for which admission has been taken. The boxes are in the Lobby on the Ground Floor).
4. If you are an outstation student, or unable to come to the College to deposit your documents, **please courier these and mark the envelope CLEARLY with the name of the course to which admission has been taken.**

Principal

mb/24.08.2020