**St.Andrew’s College of Arts, Science and Commerce, Bandra-West, Mumbai-400050**

**STEP- BY STEP PROCEDURE TO FILL THE F.Y.J.C ADMISSION FORM**

**AND PAYMENT OF FEES – OPEN CATEGORY ONLY [2022-2023]**

* Before filling the admission form, please be ready with all **scanned documents** as mentioned below to upload along with the admission form:

1. **Std X Mark-sheet**
2. **School Leaving Certificate.**
3. **Aadhaar Card**
4. **Address Proof (Back of Aadhaar card if address is given)**
5. **Govt. Online Registration Form Part I and Part II.**
6. **Photo and sign the declaration ( Photo in school uniform will not be accepted. Kindly upload latest passport size photograph.)**
7. **An undertaking on a Stamp paper of Rs. 100/- by those who have a gap of one year or more, stating that they have not joined any other institution during the Gap Period.**

* **Step-Wise Procedure:**

1. **Visit the College website:** [**www.standrewscollege.ac.in**](http://www.standrewscollege.ac.in)
2. **Click on online OPEN FYJC Admission Link.**
3. **Enter the mobile number (Note that all correspondence will be done on this registered mobile number|)**
4. **Enter the “OTP” received on this registered mobile number.**
5. **Enter the Application Form Number and name of the student which is in the Part I form filled on Govt. Link.**
6. **Fill the Admission Form in all respects correctly and upload the required documents.**
7. **After successful submission of the admission form, Payment link will appear.**
8. **Pay the Admission Form fee and Admission Fees on the link.**
9. **After successful payment of fees, “SAVE” the admission form and the fee receipt for further correspondence.**
10. **Once the Admission form filling and Payment of the fees is done students need to click (Proceed For Admission) in the student login ID of Government form.**

**Date: 15 SEPTEMBER 2022 PRINCIPAL**