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 [2023-2024]

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

   a) **Std X Mark-sheet**
   b) **School Leaving Certificate.**
   c) **Aadhaar Card**
   d) **Address Proof (Back of Aadhaar card if address is given)**
   e) **Govt. Online Registration Form Part I and Part II.**
   f) **Photo and sign the declaration (Photo in school uniform will not be accepted. Kindly upload latest passport size photograph.)**
   g) **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**
   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: 03 July 2023   **PRINCIPAL**