

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

**AND PAYMENT OF FEES – OPEN CATEGORY ONLY [2024-2025]**

- 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](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.
  11. Submit physically admission form with all required ORIGINAL Documents and payment of Fee receipts to the college once you paid the fees.
- LATEST BY 5.00PM ON 24 JULY 2024.**

**Date:22 July 2024**

**PRINCIPAL**