

Scottish Church College

NAAC Grade A Institution – College with Potential for Excellence

BA/BSc/BBA/B.Com Admission 2018 : On-line Submission of Forms

How do I submit my application on-line?

Answer – Follow the steps given below.

1. Access any computer with internet connection, at home or any Internet Café.
2. Log on to www.scottishchurch.ac.in or www.scottishadmissions.com or www.collegeadmission.in.
3. Click various links to obtain information regarding admission and read the Admission Information Brochure carefully.
4. Click the line for BA/BSc./BBA/B.Com. Admission as you may choose.
5. Select your subjects (Honours & General) and various other options.
6. Enter aggregate and subject marks (in %) and other details in appropriate boxes.
7. Fill up the application form carefully and submit by clicking **Submit** button.
8. You may preview/print the Application Form for your future reference by clicking the appropriate buttons.
9. **Upload your very recent passport size colour photo (Width 3.5 cm x Height 4.5 cm) in GIF/JPEG/JPG format not exceeding 50 kb file size. Check “Frequently-asked Questions” on the Admission Page.**
10. After submission, print the Confirmation Slip containing your Application Number and the 3-part Bank Form (If you do not opt for on-line remittance) by clicking **Print** button.
11. If, for some reasons, the Bank Server is not available at the time of submission of the form, you can retrieve your 3-part Bank Form later by entering your application number and date of birth after clicking **“Retrieve Challan”**. You need not enter your whole data again.
12. You may remit the non-refundable Form Fee of ₹ 270.00 either **on-line** (Net-banking or using credit/debit card) or directly by cash using the 3-part Bank Form in either of the two branches of **HDFC Bank, Moulali Branch** [P-30A Nani Gopal Roy Chowdhuri Avenue, CIT Road, Kolkata – 700014 (beside Metro Heights) and **Beliaghata Branch**, 149 R R Lal Mitra Road, Kolkata – 700010, (beside Alochaya) working hours from 09.30 a.m. to 03.30 p.m. for off-line transaction.
13. **Your application is valid only if the Form Fee is received by the college before the last date for submission.**

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14. You may check your Payment Status on-line **THREE** clear working days after remitting the fee in the bank.
15. Print out the “**Fee-paid Slip**” while checking your Payment Status and produce the same at the time of admission/counselling.
16. If you wish to apply for more than one subject, please submit separate applications and remit separate fee.
- 17. An applicant from Reserved Category can apply under one category (SC or ST or PH or Christian etc.) only for a single Honours subject.**
- 18. On-line submission of Forms starts on 26th May 2018 (after 12:00 Noon). Last date of submission of forms will be announced after publication of WBCHSE (H.S.) results.**