

## GUIDELINES FOR SUBMISSION OF C.U. REGISTRATION FORM

1. **Registration Link:**  
[https://www.scottishadmissions.com/UG2023/CU\\_Registration\\_SCC\\_2023/retreiveforeditInfo.php](https://www.scottishadmissions.com/UG2023/CU_Registration_SCC_2023/retreiveforeditInfo.php)
2. Login using your **Student Id and Date of Birth.**
3. CHECK ALL ENTRIES in your C.U. Registration Form carefully and FILL IN THE BLANK FIELDS (if any).
4. Make corrections to your Personal Data if required.
5. You will be able to correct/change the following information only, if necessary, in the form
  - a. Name of father
  - b. Name of mother
  - c. Mobile number
  - d. Email id
  - e. Address
  - f. Annual Income
6. Once you are satisfied, press the update button at the bottom of the form to make your final submission. **No revision is possible after the final submission.**
7. Note the Major, Minor, IDC, AECC, MDC etc. allotted according to your preference, merit and availability. **This section is irreversible.**
8. Note your Form number in the draft registration form.
9. **Last date** of registration in the college portal is **24th September 2023.**
10. The applicant must check the following documents carefully and upload self-attested photocopies of the original documents (**no Digilocker Documents**) (in **jpg** format not exceeding **250KB**) along with his/her photo and signature (in **jpg** format not exceeding **100KB**), if not uploaded at the time of admission.
11. In case of admission in other college(s) / institution(s), students must cancel their admission in those college(s) / institution(s) before proceeding to C.U. Registration.
12. In the next step you will have the option to change the documents submitted during admission if required. You may also be required to upload additional documents (if any). **Change The Document Only If Necessary.**
13. **Net Downloaded / Digilocker Documents** documents must NOT be uploaded at any stage. If already done so during the admission stage please change the same.
14. If some correction is required in a Non-Editable field report to the [registration2023@scottishchurch.ac.in](mailto:registration2023@scottishchurch.ac.in) email id immediately.
15. **Download and take printout (continuation sheet to be printed on the back side of the same sheet) of the C.U. Registration Form.**