

## STEPS INVOLVED IN FILLING THE ONLINE APPLICATION FORM

### Login page

First step in the admission process is to register as an applicant before proceeding to enter further details.

ST. JOSEPH'S COLLEGE (Autonomous)  
(Estd.1882)  
P.O.Box 27094, 36, Lalbagh Road, Bengaluru - 560027 Karnataka

NEW APPLICANT? APPLY ONLINE.

- Register with your email ID & phone number
- Login with the credentials which is sent to your email
- Complete the application form
- Confirm and submit the form

Register

REGISTERED APPLICANT? LOGIN HERE.

Enter Email

Enter Password

Sign in

Forgot password?

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Registration will lead you to the following page where it will be required to enter your basic details like Name, Gender, Email address and Mobile Number. You can check whether your email id is already registered using the **check availability** button.

Register Student

Candidate Name\* Enter Name

Gender\* Select gender

Email address\* Enter Email address

Mobile number\* Enter Mobile number

Check availability

I'm not a robot

reCAPTCHA

Back to home Register student

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Once registration is complete, a link will be shared to your registered email id using which you can set your own password for login. Then you can LOGIN using your REGISTERED email ID and password set by you, in the **Registered applicant** Section.

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Once you sign in, the page will lead to your personal space where already applied forms will be enlisted if there are any and many other options including **Change Password**.

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HOME

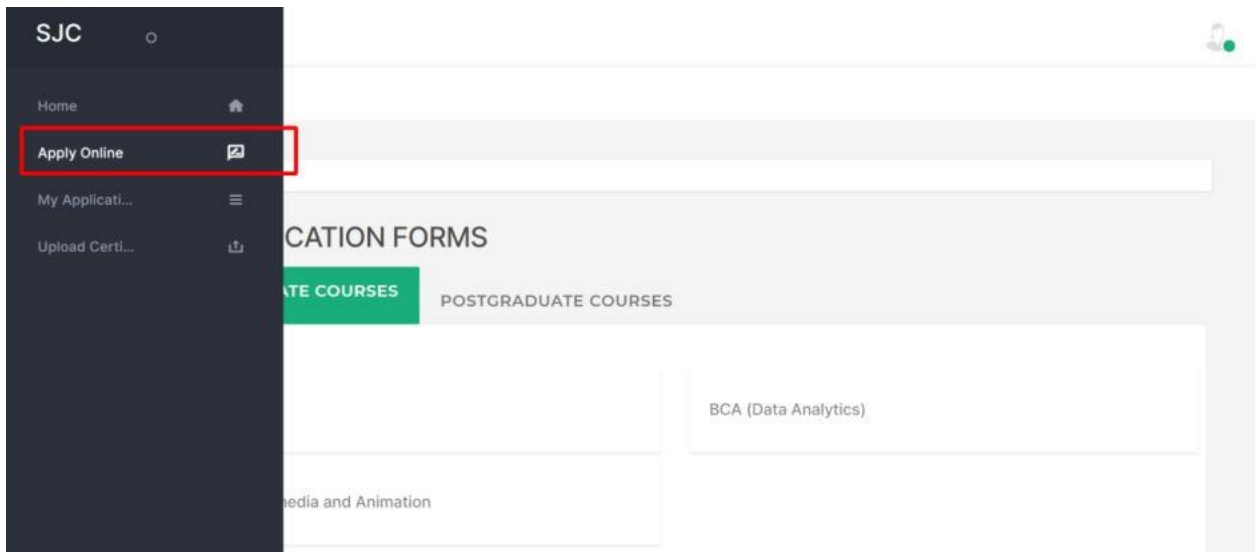
Change password

Applied Forms

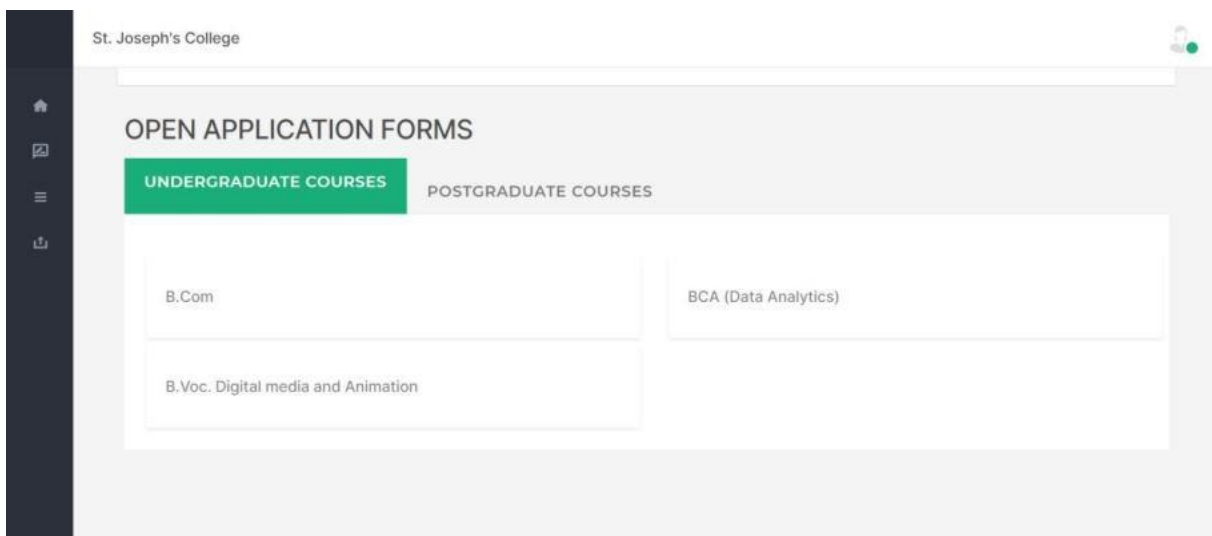
No Applied Forms. Apply online

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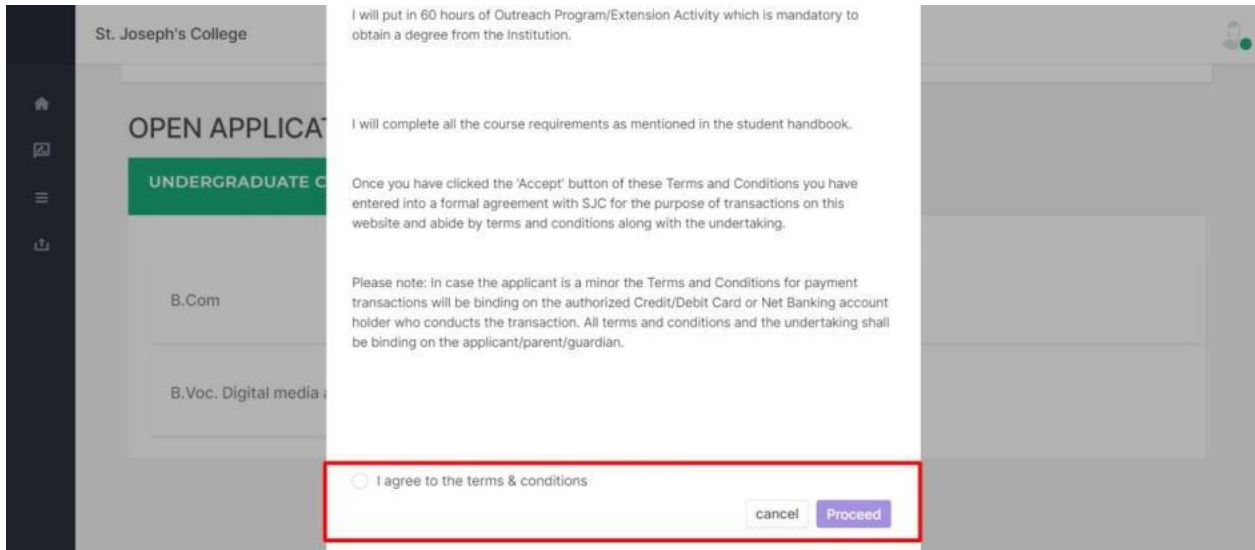
This left hand side options panel also gives provisions to easily navigate to other features like, **Home, Apply Online, My applications and Upload certificates**. You can see already applied forms in **my applications** and upload certificates using **Upload Certificates** Option. This panel will be there throughout your application form filling process for enabling easy navigation to the mentioned options.



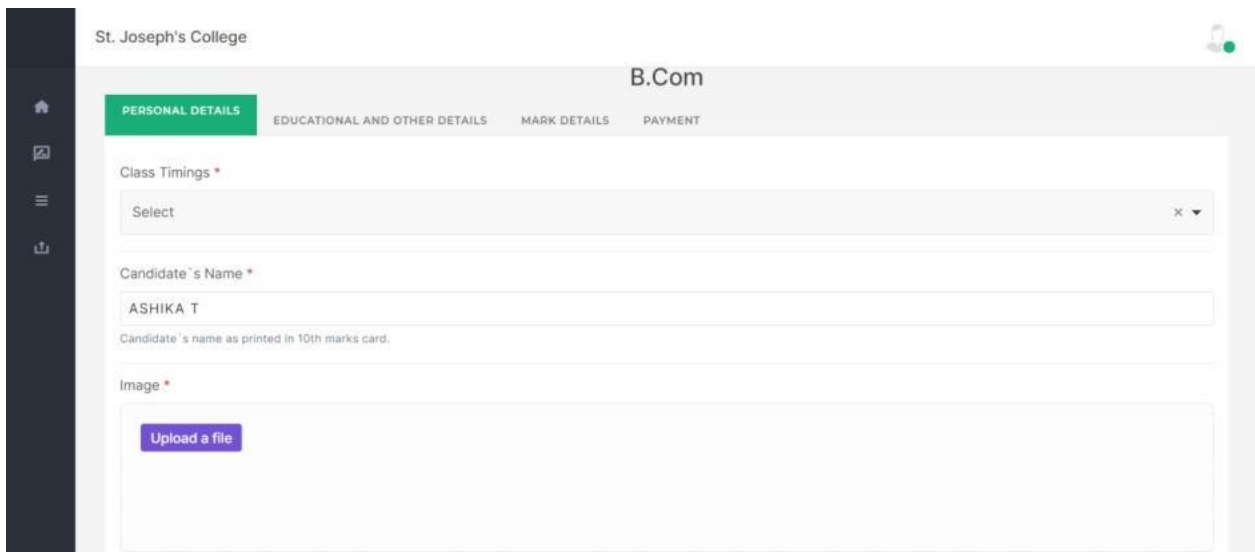
Once you choose **Apply Online**, the page will automatically redirect to **Open Application forms** page as shown below. You can choose any course you want to apply for.



Selecting any forms will lead to **Terms and Conditions** popup which you will require to read carefully.



Agreeing to the terms and conditions will lead you to the first section of the application form, i.e. **Personal Details**. You can enter your personal details here. Make sure to enter the Other Field in the text box appears whenever you select **OTHER** from the list for fields like Nationality, Category, Religion, State etc.



If your father/mother is a single parent, you can check in the **Single Parent option** as shown below in the respective fields. This will make other parent fields non-mandatory.

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⏪ Please tick if you select the checkbox

### Father- Details

Please tick box if father is a single parent

Father's name \*

Father's name as printed in 10th marks card

Father's level of education

Father's annual Income \*

Father's occupation \*

Selecting **Save and Continue** in the end will lead you to next section, ie. **Educational and other details**. Here you can enter your 10th, 11th and 12th standard details. Note that 12th standard details are not mandatory for the students who are waiting for the results to get published.

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back to my Application

### B.Com

PERSONAL DETAILS EDUCATIONAL AND OTHER DETAILS MARK DETAILS PAYMENT

Class X Board \*

Select x

Class X Institution \*

Select x

Class X Institution State \*

Select x

Class X Register No \*

Make sure to enter the Other option and enter the details in the textbox whenever your desired entry is not enlisted as shown below.

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Class XI Board \*

IB

Class XI Stream \*

OTHERS

Class XI Institution \*

BETHANY HIGH SCHOOL

Class XII Institution State \*

Andhra Pradesh

Once you finish this section, you can move on to next section which is **Mark Details**, where you'll be able to enter your academic marks.

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B.Com

PERSONAL DETAILS EDUCATIONAL AND OTHER DETAILS **MARK DETAILS** PAYMENT

Class X Marks

Sl.No	Subject	Subject Name	Max. Marks	Obtained Marks
1	<input type="text" value="select"/>			<input type="text"/>
2	<input type="text" value="select"/>			<input type="text"/>
3	<input type="text" value="select"/>			<input type="text"/>
4	<input type="text" value="select"/>			<input type="text"/>

Any subjects other than compulsory languages ***have to be*** specified as **Core subjects** by ticking the checkbox which is available for 11th and 12th mark entry. (The same option is available for PG students to specify **cognate subjects**)

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Class XI Marks

Core subjects means any subjects other than compulsory languages.

Sl.No	Subject	Subject Name	Max. Marks	Obtained Marks	Please tick if it is Core
1	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
2	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
3	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
4	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
5	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>

If your 12th results are already out, you can check the box as shown below and enter the marks as you entered 11th Marks. Otherwise, you can upload them as soon as the marks will be out in future.

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11	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
12	<input type="text" value="select"/>			<input type="text"/>	<input type="checkbox"/>
TOTAL			0	0	
OVERALL PERCENTAGE				0	

Please enter at least 6 subject(s) mark details

If class XII marks are not available at the time of submitting this application, they should be entered immediately after the board results are announced

Class XII Marks

Core subjects means any subjects other than compulsory languages.

Is Marks Available

[Save & Continue](#)

Save and Continue leads to **Payment** Section, you can choose your desired payment option and proceed further. This page will redirect to payment process details once you click submit.

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Back To My Application

B.Com

PERSONAL DETAILS EDUCATIONAL AND OTHER DETAILS MARK DETAILS PAYMENT

Home

### Check Previous Payment Status

No Previous Payment History Available!

#### Payment Options

Amount to be Paid :	Particulars	Amount
	COURSE FEE UG	1.00
	Total	1

Once you complete the payment, a window like the following will appear showing your payment status.

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ADMISSION APPLICANT PAYMENT SUCCESS

Thank You ! Your Payment has been completed successfully for  
B.Com

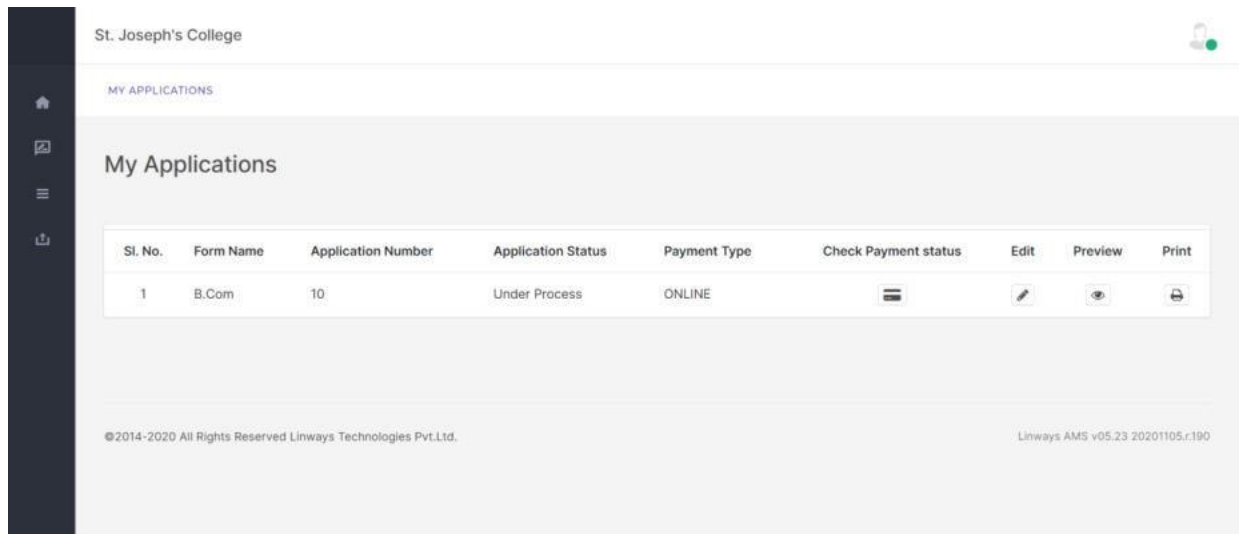
Your Application Number is : 10

Candidates are requested to upload their relevant certificates to complete the applications. We consider only the completed applications for admission procedures.

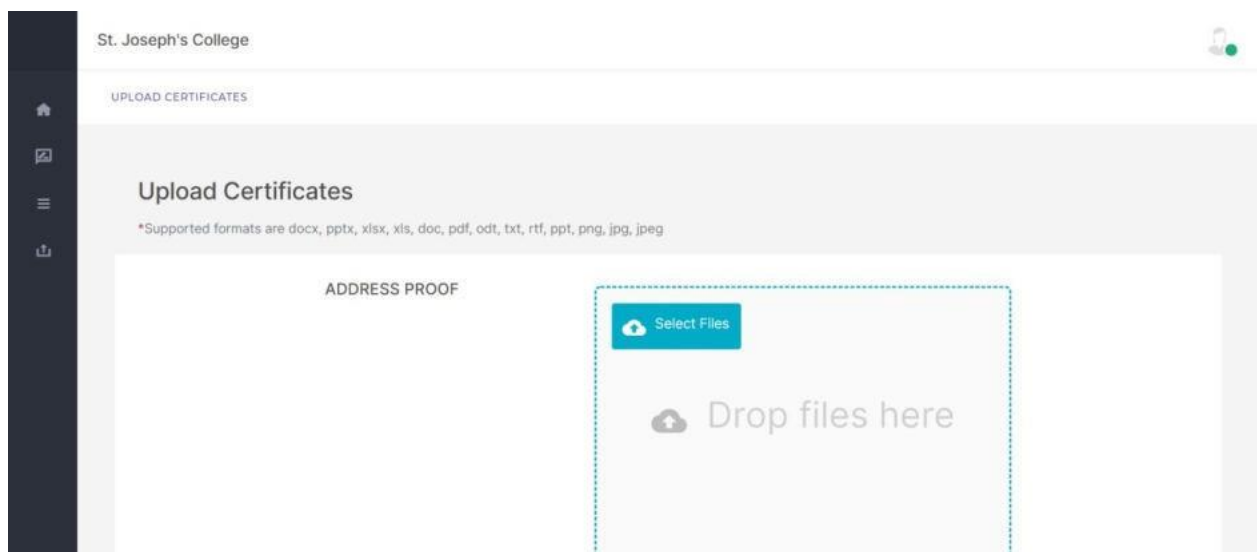
[Click here to go to My Application](#)

You can go to **my applications** and check your application status. Here options to check **payment status, edit, preview and print the application form** are available.





**Edit** option will not be available once the payment is done. **Print** option will be available only if you've completed uploading certificates. You can navigate to the left side panel and click on **upload certificates** which will lead you to a page as shown below. **UPLOADING CERTIFICATES IS MANDATORY TO BE CONSIDERED FOR ADMISSION.**



Note that you can only upload the files once you finish filling the application form and make sure the **file should be in one of the supported formats enlisted on the page.** You can **preview** the uploaded certificates and **delete** them if required after uploading the files.

Now you can go back to **My Applications** and print the application form.



MY APPLICATIONS

## My Applications

Sl. No.	Form Name	Application Number	Application Status	Payment Type	Check Payment status	Edit	Preview	Print
1	B.Com	10	Under Process	ONLINE				