

## Instructions for Online Admission 2017-18

1. This year, submission of application form for admission is ONLINE through College website( [www.siesascn.edu.in](http://www.siesascn.edu.in) ) . On home page you will find button / link for “Online admissions”
2. For admission to FIRST YEAR, students shall submit data as well as their choice of Course in the online application form. The web portal will Open on 1<sup>st</sup> JUNE 2017 Morning and will close on 15<sup>th</sup> June 2017 at 4 pm.
3. Instructions for Online Application are provided overleaf.

### Instructions & Prerequisites for applying online

- Candidates must have a scanned copy / image (Format :JPG, PNG) of the following before proceeding for applying online:
  - Mark-sheets of previous academic examinations (X<sup>th</sup>, XII<sup>th</sup>, and lower semesters)
  - Passport size recent photo (against light background) of candidate
  - Signature of candidate, on white background paper only
- You will require your mobile handy for online application. Only a single mobile number can be used by a candidate for registration online
- “.” Indicates a mandatory field
- A Pre admission online enrolment form from [mum.digitaluniversity.ac](http://mum.digitaluniversity.ac) has to be filled by the students.

DO NOT use the refresh or the back button on the browser (or the associated hot-keys). You may only use blue buttons provided on the page to navigate

### Instructions for seeking admissions to FY (Bachelor’s Programmes)

1. Visit website [www.siesascn.edu.in](http://www.siesascn.edu.in) and click on button “Online Admission”
2. The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers
3. All Candidates must first create an account by clicking on 'Registration' and select option “Click to Register as Fresher Candidate”
4. Candidates already registered in this admission system can proceed with login details
5. Fill-in basic information to create your account as student for admission for year 2017-18
6. You can create a unique Username and Password that you need to remember, every time you Log-in to the admission portal
7. Do not use an easy username & password, do not share these with others - your info on this portal is confidential & important
8. Click on ‘Create Account’. You will see a pop-up confirming your registration
9. You will receive Mobile verification code on your registered mobile number and you will receive all future communication on this registered mobile number.

10. You will be redirected to "Candidate Login page". Now use your username and password to proceed further
11. After this follow instructions given on the screen
12. Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data
13. The data to be provided by the student includes relevant personal details as well as the options of subject/subject-combination desired in order of preference
14. Candidates should upload good quality scanned copy of all required documents to avoid rejection
15. Candidate will have chance to edit any furnished information only till closing time of the web portal
16. Only after uploading & verifying all required information & documents, Form needs to be printed for submission in the college as per the schedule given by the College.
17. Candidates should submit the Printed Form along with required original Documents & photocopies to the college for verification as per the schedule given on notice board and website for admission.
18. For help contact SIES ASC College Nerul Office on working days during office hours

**SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE  
NAVI MUMBAI**

**31<sup>ST</sup> MAY 2017**

**ADMISSION NOTICE**

Students are informed that the Prospectus for 1<sup>st</sup> year degree courses will be available for online form filling in the office counter as per the schedule given below.

<b>Date</b>	<b>Time</b>
<b>1<sup>St</sup> JUNE 2017</b>	<b>11.00 A.M TO 1.30 P.M</b>
<b>2<sup>ND</sup> JUNE TO 15<sup>TH</sup> JUNE 2017</b>	<b>10.00 A.M TO 1.00 P.M</b>

**COST OF THE PROSPECTUS IS RS.100/-**

The schedule for submission and admission along with details will be displayed by 2<sup>nd</sup> June 2017.

**PRINCIPAL I/c**

