06.10.2025

IMPORTANT ADMISSION NOTICE

Institutional Level Admission - FYBMS 2025-2026 DTE CODE - 3603

Students who have been allotted in the **Institutional Level Round I and the CAP ROUND** respectively are required to come to the college with all their originals from;

Dates of Admission: Between 07.10.2025 to 10.10.2025

Time of Admission: 10.00 a.m. to 5.00 p.m.

(To avoid last-minute rush, report at least One Hour Prior to the specified time.)

ADMISSION PROCESS

To complete the admission process, students are required to follow these steps:

STEP 1 (In CR – 30 – 4th Floor)

- Lock your Seat Online. (check seat acceptance fee receipt)
- Check your name in the List.
- Document Verification and Arrangement
- Fill The Excel Data Sheet

STEP 2 (First Floor Office- Counter No. - 5)
(Only for Other Board Students)

- Complete Eligibility Process - (Refer List of Additional Documents)

STEP 2 (Admission Room (CR 29 4th Floor)

- Check Documents Online
- Submit Admission Form along with Documents
- Generate Fees Payment Link
- Confirm Admission (OTP Verification)
- Collect Confirmation Letter Duly Signed and Stamped

STEP 3: Last Stage- OTP Verification & Admission Confirmation Letter

LIST OF DOCUMENTS FOR ADMISSION

1. Printout College Form
2. Printout University of Mumbai Form (SAMARTH Portal – College Code 0710)
3. Seat Acceptance Letter – CAP
4. Printout CET Result (Common Entrance Test) for **BMS- CET**
5. Original & Xerox Copy Mark sheet 10th standard
6. Original Mark sheet 12th standard **(Cleared 12th in 1st Attempt with Minimum of 45% Marks)**
7. Original Passing Certificate of 12th Standard
8. Original LC/TC (Leaving Certificate/Transfer Certificate) – Verify Gap, Mother Tongue & Place of Birth
9. Original Migration Certificate
10. Xerox Copy -12th Hall Ticket
11. Xerox Copy - Domicile Certificate
12. Xerox Copy - Birth Certificate
13. Printout ABC (Academic Bank of Credits) ID
14. Xerox Copy - of Income Certificate if Applicable. (2024-25)
15. Xerox Copy Aadhar card
16. Original Minority Affidavit (Format on College Website)
17. Original Gap Certificate is required (if Gap after 12th)
18. Two Photographs
19. Xerox Copy Cast Certificate (if applicable)
20. Self-Declaration Undertaking Form (Collect From Admission Desk)
21. Printout Fees Payment

List of Additional Documents for Eligibility Process only for Other Board Students - – 3 copies of each:

1. University Pre-Registration Form (Samarth)
2. Mark sheet
3. Migration
4. Transfer Certificate
5. Allotment Letter
6. CET Score Card
7. Rs. 400/- [to be paid online at the counter]

Principal