

# **DEO SHARAN WOMEN'S EVENING COLLEGE**

**AT+PO+PS: SOHSARAI, BIHAR SHARIF NALANDA**

**Phone No.: 7488171728 email: dswecollege@gmail.com**

## **ONLINE ADMISSION FORM FILLING INSTRUCTIONS** **[For Under Graduate Courses 2021-24]**

### **LOGIN BY APPLICANTS**

- Go to admission portal.
- Use your Registration Number or Reference Number for login.

### **PERSONAL INFORMATION**

- Here you have to enter your personal information like mother's name, father name, date of birth, gender, caste etc.
- You also have to choose subsidiary and composition.
- After filling all the information, click on Update button to save the details.

### **ADDRESS AND MARKS**

- Here you need to enter full address, like colony or village, post office, district, state etc.
- Please do not use any special character (@#!"\*%\$) in the address. However, you can use comma, hyphen and plus sign.
- Also enter marks, percentage and division of class XII.
- After filling all the information, click on Update button to save the details.

### **UPLOADING DOCUMENTS**

- Uploading photo, signature, mark sheet of class XII is compulsory for all candidates.

- If you belong to BC-1, BC-2, SC, and ST category then you need upload Caste Certificate also.
- Other documents are optional.
- After uploading the documents, click on "**Uploading Done**" button to complete the process.
- Size of the scanned image should be below 200 kb. Only JPG format will be allowed to upload.

## **FEE PAYMENT**

- Before paying fees, please ensure that you have filled all information and uploaded all necessary documents.
- Once you pay the fee, you will NOT be allowed to make any change in the application.
- Fee once paid will NOT be refunded back in any circumstances.
- You can use debit card, credit card, online banking for paying fee.
- Fee payment by cash, NEFT, RTGS etc will not be allowed.
- Online admission portal charge and applicable tax etc have to be paid by candidates only.

## **DOWNLOAD AND SUBMIT**

- After paying the fee, once again you have to login.
- Download your application form in PDF format and take a print out.
- Attach photocopies of necessary documents (e.g. Class 10 Mark Sheet, Class 12 Mark Sheet, Caste Certificate, Transfer Certificate etc.)
- Submit your application form and documents to the college office within 3 days after paying the online fee.
- Bring all your original documents to college for verification.

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