

**SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS),  
SION (WEST), MUMBAI 40022**

**INSTRUCTION SHEET FOR ONLINE ADMISSION 2019-2020**

1. Submission of application form for admission is ONLINE through College website ([www.siesascs.edu.in](http://www.siesascs.edu.in)). On home page you will find button / link for “Online admissions”
2. **The web portal will Open on 03.06.2019 at 10.00 a.m. and will close on 13.06.2019 at 12noon**
3. Instructions for Online Application are provided overleaf.
4. **The students will take a printout of the application form and submit the same for admission as per the schedule notified on the College website and notice board.**
5. **On the day of admission, students will bring original documents as well as self-attested photocopy of required documents.**
6. The Merit list will be displayed as per notification.
7. Merit list will be prepared based on data provided by the students. The correctness of data is therefore responsibility of the student.
8. Subject / subject combinations will be allocated strictly as per merit followed by preference listed by the students. **The Choice of subject in case of Electives is at the discretion of the College.**
9. Discrepancy if any should be brought to the notice of the **Principal and Co-ordinators** of the class and faculty.
10. The students should report to the venue notified for the verification of their form.
11. The staff members in the room will sign the student's form to indicate correctness of data .
12. In case the student has not been allotted subject of his/her first preference, the student must secure admission in the subject allotted by payment of fees.
13. **After the form is so checked by the staff on duty the students should pay necessary fees at the designated cash counter and collect fee-receipt.**
14. **Only after payment of the fees in DD the admission will be Confirmed by the College.**
15. A student who has not been allotted subject/subject combination of his/her preference may later apply for change of subject. Change of subject will be granted as per availability of seats strictly based on merit. The students should consult the Principal and Coordinators of the faculty for the same.
16. **In case of any dispute, decision of the Principal shall be final and binding on the student.**
17. The student may periodically visit the website for updates relating to admission, reopening of the College for the next Academic Year and other details.

### Instructions & Prerequisites for applying online

- Candidates must have a scanned copy / image (Format :JPG or JPEG) of the following before proceeding for applying online:
- MUMBAI UNIVERSITY PRE REGISTRATION FORM FOR/IN THE NAME OF THE COLLEGE.
- IF STUDENT IS APPLYING FOR MORE THAN ONE COURSE THEN HE/SHE SHOULD HAVE MUMBAI UNIVERSITY PRE ADMISSION FORM COURSE WISE FOR / IN THE NAME OF THE COLLEGE.
- **STUDENT**
- **'S APPLYING FOR MULTIPLE COURSE SHOULD MENTION UNIVERSITY PRE-REGISTRATION APPLICATION NUMBER AND PROSPECTUS NUMBER SEPARATED BY “ , ”IN THE ONLINE FORM.**
- Mark-sheets of previous academic examinations (X & XII,)
- 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 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

- Visit website [www.siesasc.edu.in](http://www.siesasc.edu.in) and click on button “Online Admission”
- The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers
- Student has to provide new username and password for form filling. You need to remember your UID and PW ,every time you Log into the admission portal
- Do not share UID and PW with others - your information on this portal is confidential & important
- Click on '**Create Account**'. You will see a pop-up confirming your registration
- Candidates must first create an account by clicking on '**Registration**' and select option “**Click to Register as New Candidate**”
- You will receive Mobile verification code on your registered mobile number and email id and you will receive all future communication on this registered mobile number/email id.
- You will be redirected to “Candidate Login page”. Use your username and password to proceed further
- After this follow instructions given on the screen
- Fill-in basic information to create your account as student for admission for year 2019-2020
- Its mandatory to fill Prospectus number in the slot provided in the Online form. Prospectus number is Alphanumeric mentioned in the Prospectus.
- Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data
- 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
- Candidates should upload good quality scanned copy of all required documents to avoid rejection
- Candidate will have chance to edit any furnished information only till closing time of the web portal  
Only after uploading & verifying all required information & documents, Form needs to be printed for submission in the college
- 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.
- **IN HOUSE students**
- IN-HOUSE candidate should click on Register as a returning / Existing candidate.
- After clicking, the registration form will open, to fill that form student must know his/her SIMS number which is printed on student ID card.
- For help contact SIES ASC College Sion Office on working days during office hours at (022) 24072729 or 9673050112/ 8149532982.