Scottish Church College

College with Potential for Excellence

BA/BSc/BBA/B.Com Admission 2019 : On-line Submission of Forms

How do I submit my application on-line?

1. Access any computer with internet connection, at home or any Internet Café.

2. Log on to **www.scottishchurch.ac.in** or **www.sccadmissions.com**

3. Click various links to obtain information regarding admission and read the Admission Information Brochure carefully.

4. Click the line for BA/BSc./BBA/B.Com. Admission as you may choose.

5. Select your subjects (Honours & General) and various other options.

6. Enter aggregate and subject marks (in %) and other details in appropriate boxes.

7. Fill up the application form carefully and submit by clicking **Submit** button.

8. You may preview/print the Application Form for your future reference by clicking the appropriate button.

9. **Upload scanned copies of your very recent passport size colour photo (width 3.5 cm x Height 4.5 cm) and signature in GIF/JPEG/JPG format not exceeding 50 kb file size. Check "Frequently-asked Questions" on the Admission Page.**

10. After submission, print the Confirmation Slip containing your Application Number clicking **Print** button.

11. You may remit the non-refundable **Form Fee of ₹320/-** either **on-line** (Net-banking or using credit/debit card).

12. **Your application is valid only if the Form Fee is received by the college before the last date for submission.**

13. You may check your Payment Status on-line in five clear working days after remitting the fee in the bank.

14. Print out the **"Fee-Paid Slip"** while checking your Payment Status.

15. If you wish to apply for more than one subject, please submit separate applications and remit separate fee.

16 **An applicant from Reserved Category can apply under only one category (SC or ST or PH or Christian etc.) for a single Honours subject.**

17. **On-line submission of forms and last date of submission of forms will be announced after publication of WBCHSE (H.S.) results.**