

INSTRUCTION TO CANDIDATE

1. Candidates are requested to read the following instructions before applying online.
2. Students who have registered their names with Mahatma Gandhi University CAP Portal only can apply for the Management Quota
3. Read the eligibility, criteria and selection procedure for each programme in the **Prospectus (<https://cap.mgu.ac.in/>)** before applying online..
4. Softcopy of the candidate's photograph of 200 height x 150 width in ' .jpg ' format is essential for applying online. Application of candidates who upload the blurred & defaced photos will be rejected. **(The photographs must not be older than six months)**
5. Application is treated incomplete and will be rejected without any notice if any field is left blank or if the payment is not done.
6. If there is any difficulty faced by the candidate to complete the application, please send an email to **info@stcp.ac.in**
7. After the submission of the application, change in the data already submitted is not permitted. No change will be accepted through offline i.e. through fax/application including e-mail etc.
8. Download the application and keep a printed copy of the application for future reference.
9. Fields marked with * are mandatory details.
10. The registration fee can be remitted through online using Debit Card/Credit Card/Net banking/UPI.
11. Mention your application number for any further reference.

Application Fee (Mode of payment: Online)

Application fee: **Rs.200/-**

HOW TO APPLY

1. While filling the application do not use “**Back Button**” or “**Refresh Option**”. These will lead to the loss of data entered till then.
2. Candidate can choose up to three courses using choice option.
3. Candidate shall choose the programmes according to his/her preferences.
4. Enter the Student details, current address, parent information and other details.
5. Enter the Class 10 and Degree examination details.
6. Upload recent passport size photo with light background in JPG format.(Photo size between 40kb to 100kb). **(The photographs must not be older than six months)**
7. Make Payment: Select Net Banking/Debit Card/Credit Card/UPI option for fee Remittance
8. Click on “**Submit**” button for final submission.
9. Select “**My Application**” from Menu List to check the application status of the applicant.
10. To apply for Management Quota,Select “**Apply Online**” menu from Menu List. In the case of RCSC applicants to Management Quota, they shall obtain a signature from the Parish Priest on the printout.
11. Signed hard copy of the application with copies of supporting documents should reach (by post only) on the address - **Principal, St. Thomas College, Palai, Arunapuram P.O., Kottayam District, 686574**. It should be clearly written on the cover” **PG Admission**”

LIST OF DOCUMENTS TO BE ATTACHED

- Self attested copy of 10th Certificate/Mark List. (to be attached and uploaded)
- Self attested copy of Plus Two Certificate/Mark List.(to be attached and uploaded)
- Self attested copy of Degree Certificate/Mark List.(to be attached and uploaded)
- The Certificate, Signature and Mobile Number of the Parish Priest is to be obtained on the printout of the Application Form while applying for Management Quota
- Copy of certificates (NCC/NSS/Ex-serviceman/PH) in case of candidates who have availed bonus/weightage of marks. NCC/NSS Certificates should be of the Qualifying Course Period.