



INSTRUCTION TO CANDIDATE

1. Candidates are requested to read the following instructions before applying online.
2. Read the eligibility criteria and selection procedure for each programme in the **Prospectus** before applying online. **RCSC / Syrian Catholic Candidates can apply for Community Merit Quota under UG Merit Form**
3. 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 blurred & defaced photos will be rejected. **(The photographs must not be older than six months)**
4. Application is treated incomplete and will be rejected without any notice if any field is left blank or if the payment is not done.
5. If there is any difficulty in completing the application, please send an email to **admissions@stcp.ac.in**
6. After the submission of the application, change in the data already submitted is not permitted. No change will be accepted through offline or online mode.
7. Download the application and keep a printed copy of the application for future reference.
8. Fields marked with * are mandatory details.
9. The registration fee can be remitted through online using Debit Card/Credit Card/Net banking/UPI.
10. Mention your application number for any further reference.
11. The College will not be responsible for the cancellation of admission secured on the basis of any misinformation/false documents.

Application Fee (Mode of payment: **Online**)

General Merit/Community Merit/Sports/Cultural/PD/Lakshadweep/Other Reservations	Rs.300/-
For SC/ST	Rs.100/-
Management Quota	Rs 100 (Candidates who wish to apply for Management Quota, should apply on the General Merit Form first.)

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. To Select Application Forms click “**Apply Online**” menu from Menu List.
3. **RCSC / Syrian Catholic Candidates can apply for Community Merit Quota under UG Merit Form**
4. Candidates who wish to apply for **Management Quota**, should apply for General Merit under UG Merit Form first.
5. Select “**My Application**” from Menu List to check the **application status** of the applicant
6. Click on “**Submit**” button for final submission.
7. Candidate can choose any number of courses using choice option. Choice I is Mandatory
8. Candidate shall choose the programmes according to his/her preferences.
9. Enter the Student details, current address, parent information and other details.
10. Enter the **Class XII** examination details.
11. Upload recent passport size photo with light background in JPG format. (Photo size between 40 kb to 500kb). **(The photographs must not be older than six months)**
12. Make Payment: Select Net Banking/Debit Card/Credit Card/UPI option for fee Remittance
13. In the case of Christian applicants to Management Quota, they shall obtain a signature from the Parish Priest on the printout.
14. **For Management Quota Applicants:** 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 Distrtict, 686574**. It should be clearly written on the cover “ **UG Admission 2024 (MQ)**”

LIST OF DOCUMENTS TO BE ATTACHED AND UPLOADED

- Self attested copy of 10th Certificate. (to be attached and uploaded)
- Self attested copy of Plus Two 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/Nanmamudra / Rajyapurskar /Ex-serviceman/ Sports/ Cultural/ PH) in case of candidates who have availed bonus/weightage of marks. NCC/NSS/Nanmamudra / Rajyapurskar / Certificates should be of the Qualifying Course Period.