INSTRUCTIONS TO CANDIDATE

1. Read the Prospectus and eligibility criteria for each programme before applying online.
2. Applicant must submit separate applications for Management Quota/Sports quota/ Cultural Quota/ PD quota and General Merit/ SC/ST/ other reservations/Community Quota.
3. Candidates applying under Management quota should fill the General merit application form first. However, candidates applying under Sports quota/ Cultural Quota/ PD quota need not fill the general merit application. They will be considered automatically in General merit also.
4. Application is treated incomplete and will be rejected without any notice if any mandatory field is not filled properly/if the payment is not done/incorrect information is provided.
5. If there is any technical difficulty faced by the candidate to complete the application, please send email to admissions@stcp.ac.in or contact 9847921820
6. Community Quota seats in Aided programmes are reserved for RCSC/Syrian Catholic candidates only. In self-financing programme, there are no seats reserved under Community Merit.
7. While filling the application do not use "Back Button" or "Refresh Option". These will lead to the loss of data entered till then.
8. Candidate's Passport size photograph in '.jpg ' format (taken within the last 6 Months) is to be uploaded.
9. Fields marked * are mandatory.
10. Candidate can choose up to 3 options. Choice 1 is mandatory.
11. Candidate must choose the programmes according to his/her preferences.
12. Upload the scanned pdf of SSLC certificate, Degree Certificate/ Provisional Certificate, Consolidated Marklist (original/ online) , Certificates of Reservations, Bonus Marks, Sports achievements etc(if applicable).
13. Select Net Banking/Debit Card/Credit Card/UPI option for fee Remittance.
    Application Fee
    Merit/Sports/Cultural/PD/Lakshadweep/Other Reservations- Rs. 300/-
    For SC/ST Candidates-Rs.100/-
    Management Quota-Rs 200/-
    (Candidates who wish to apply for Management Quota, should apply in the General Merit Form first)
14. Click on **'Submit'** button for final submission.
15. Click the link **'Application Status'** on the home page to check the application status of the applicant.
16. Click **'Print Application'** button and take print out for future Reference.
17. Eligibility/ Equivalency certificate from MG University (if the candidate qualified Degree from a university other than MG University) should be produced at the time of admission.
18. RCSC applicants under management quota after filling the online application form shall take a print out of it and obtain Reference letter from the Parish Priest. For other applicants under management quota, Reference letter from the Head of the institution last studied is needed. Signed hard copy of the applications under management quota should be sent to the address - **Principal, St. Thomas College Palai, Arunapuram P.O., Kottayam District, 686574 *by post*** within five days of filling the online form. It should be clearly written on the cover " **Management Quota Admission 2024**".