



MARGHERITA COLLEGE

MARGHERITA

GUIDELINES FOR APPLYING ONLINE

- Read all the instructions before applying online.
- You have to do the registration by clicking “Click to Register”.
- Fill up the Registration form.
- Upload your passport size Photograph and Caste Certificate if any.
- Note down the User Id, Password and Application ID which will be sent to you on your registered mobile no.
- Login using the User Id and Password.
- Click on Apply Online.
- Select the course for which you are applying for.
- Type the unique Application ID.
- Complete the registration processes with final ‘submit’.
- Take the printout of the Application Form for future reference. No need to submit to the institute.
- Wait for the confirmation from the college authority.
- **You may check your Admission status by logging in using User Id and Password.**
- Once your status is “Accepted”, your admission to Margherita College is confirmed and your Roll will be sent to your registered mobile no in due course of time.

N.B. Margherita College Admission Committee may ask for the hard copies of the required documents along with the Application form whenever required (in case of gap certificate, last examination passed in previous years, marksheets not available in online mode, etc.). In other case no need to submit any hard copies.

GUIDELINES FOR UPLOADING PHOTO AND CASTE CERTIFICATE

- Photo should be passport size photo and the size of the photo must be in the range of 20kb to 60kb.
- Size of the Scanned copy of the caste certificate must be in the range of 50kb to 150kb.