

INSTRUCTION/ GUIDELINES FOR FILING ONLINE FORM.

- I. Candidates who have been allotted seat in SCET CAP Rounds for the First Year B.Arch course at our institute shall follow the following steps for submitting their application alongwith necessary documents at our institute.**

Fill up **"FIRST YEAR B. ARCH ADMISSION APPLICATION FORMS"** available at the Institute website & submitted hard copy to the college office, along with the original documents alongwith Three sets of self attested copies of all documents.

Before proceeding to apply, please ensure that you have:

- 1- Scanned copy of applicant's recent photograph with following specification.
Photograph must be a passport size colour picture.
Maximum size 100KB.
Photo format should be jpg or jpeg only.
- 2- Scanned copy of applicant's signature with following specifications.
Applicant should sign with black ink on a white paper and get the signature scanned.
Maximum size 100 KB.
Scanned signature format should be jpg or jpeg only.
3. Scanned copy of following documents with following specifications.

HSC Marksheet / All semester Diploma Marksheet
College Leaving Certificate
NATA Score Card
Domicile Certificate
SCET E-Scrutiny, Maharashtra, Maharashtra State Verification Documents
Maximum size 100 KB.
Scanned format should be .jpg or .jpeg only.

II. STEPS for filling the ONLINE APPLICATION FORM

- 1 Click on **"<https://enrollonline.co.in/Registration/Apply/VESCOA>"**.
- 2 Click on **REGISTER**
- 3 Before filing the form kindly read carefully the instructions for filling online application form.
- 4 After that you will be redirected to personal information page.
- 5 Online Application form has following subsequent information

Applicants are required to fill all information required in different sections: -

- a) Personal Information
- b) Address
- c) Education
- d) Document Details **(List attached below)**
- e) Confirm application form
- f) Payment

To save the data please click on **'Continue and Save'** button at the bottom of each screen.

STEP FOR MAKING ADMISSION APPLICATION FEES PAYMENT, YOU CAN PAY THE FEES THROUGH ONLINE MODE.

- a) if you select online payment mode, click on **'Make Payment'**
- b) On the next page select your payment gateway.
- c) Click on **'Continue for Payment'**
- d) Choose among the given options (debit card, credit card, net banking etc)
- e) DO NOT PRESS REFRESH or BACK BUTTON, while making the payment
- f) 'Click here to go to final submit page'. Click on the button.
- g) Check form filled by Clicking on **PREVIEW** button, go back and make changes if required. IF no changes click on CONFIRM button. Click on the **'Submit Application Form'** button to get the form finally submitted.
- e) Click on **"Print Application"** button. After taking the print out the student and parent should sign at the end of the admission form at the place provided and **submit it along with the required Original documents & Formats to the college.**

Note:

Before proceeding further please make sure that all the fields are filled in correctly in the confirmation screen.