

GUIDELINES TO BE FOLLOWED WHILE FILLING AN APPLICATION

Please note the class timings before you start filling the application form.

- ❖ Student Name, Date of Birth Should be entered as per the Xth Marks Card only.
- ❖ A scanned copy of the recently taken passport size (35mm X 45mm or 98px X 128px) color photograph (formal attire) with white background and less than 100 kb. (mm= millimeter; Px =Pixels) in jpg/jpeg format. The photo should not be blurred or defaced. Selfies and cropped images are not acceptable. **Remember the same photograph will reflect in all our documents.**
- ❖ Mention a valid Email Id and Mobile Number.
- ❖ For definition of domicile please refer to document of our website
- ❖ If your religion is catholic, you need to identify as laity/priest/brother or nun. All laity are to produce the latest baptism certificate or a letter from the parish priest.
- ❖ If you indicate SC, ST, category Group I, II A, II B, III A, III B, a valid certificate should be produced at the time of interview. Follow the link to know the category of various castes in Karnataka.
<http://backwardclasses.kar.nic.in/PDF/Caste/GB-Caste7.PDF>
- ❖ If the institution that you last studied is from urban area, indicate as Urban else non-urban.
- ❖ Please indicate your Aadhar number if you have.
- ❖ Mention the Disability and the Percentage of disability and Produce a valid Certificate.
- ❖ Kindly follow the Address Format while entering the address

#36, Lalbagh Road
Bangalore - 560027

Before a door No: Enter # (Ex: #163)

First Letter of Each Word Should be in **CAPITAL LETTER** (Ex: Brigade Road)

- ❖ Landline Number should be 91-080-XXXXXX
 - 91 - Stands for Country Code
 - 080 - STD Code
 - 25360644 - Landline Number
- ❖ Undergraduate applicants are required to choose a second language they would like to adopt at SJC. Normally we expect the applicant to continue with the same second language that he/she has studied in the last qualifying examination. If the

applicant has not studied any second language in the last qualifying examination, then the choice is restricted to German and introductory Kannada. The option of Additional English is restricted only to students coming from the North East or from abroad.

All applicants of BSW course will compulsorily choose Introductory Kannada as second language unless they have already studied Kannada in the high school.

- ❖ Mark details should be entered carefully. The candidate is liable to lose his/her seat if any discrepancy is found between the marks entered in the application form and the Marks card. Check the boxes to indicate the core subjects. If at the time of application your qualifying exam results are not declared, you can anyway submit the application form. You will have the option to update the marks after you obtain your qualifying exam results.
- ❖ Postgraduate applicants who are from an university with annual system may choose year wise format to enter the marks. The others may choose semester wise.
- ❖ **Postgraduate applicants will have to indicate their cognate subject while entering the marks.** If a student is applying for M.Sc. Chemistry, then the cognate subject is Chemistry in his/her B.Sc. course. There are some courses which do not have a cognate subject such as MSW. In such cases please indicate one of the best core subjects as a cognate subject. Please read the **eligibility criteria** for further information on this.
- ❖ Application fee and application processing fee is non-refundable.
- ❖ Interview date and time will be notified by email and sms. You are advised to check your inbox/spam folder regularly for any communication from the college authorities regarding admission.
- ❖ Applicants who are called for the interview should ensure that all required documents are uploaded on the portal.
- ❖ Once the final interview is over, students have to pay their course fees within 48 hours and the mode of payment is online.
- ❖ Admission to the college is provisional until the student submits all the original marks cards, transfer certificate, migration certificate* and provisional degree certificate** to the office for verification. This is normally done in the month of **October, 2021**. If the candidate is found ineligible as per the eligibility criteria, the admission stands cancelled and fees will not be refunded under any circumstances.

(*Migration certificate: For those applicants who have completed PUC/12th from outside Karnataka or those students who have done their degree in an University other than Bangalore City University.

** For postgraduate students only).

- ❖ Admission for a particular course closes as and when seats get filled up. Therefore no last date of admission is announced.
- ❖ All applicants who have appeared for the qualifying examination outside India are required to get an eligibility certificate from Bangalore City University.
- ❖ The decision of the admission committee, St. Joseph's College, Autonomous, Bengaluru will be final and binding in all matters concerning admission.

The college does not accept capitation/donations for admissions. In case such a demand is made by anyone you are requested to bring it to the notice, in writing, to the Principal of the College or the Vice President, Bangalore Jesuit Educational Society, Jesuit Nivas, 35, Museum Road, Bengaluru– 560 025.