

## SECTION – 26

### FAQ

**Q1 . Whether any hard copy of Application to be issued?**

Ans : No. Apply through online only.

**Q 2. Whether Application fee to be deposited before online submission of application?**

Ans : First submit online application, then deposit application fee.

**Q 3. Can I save my online application part by part?**

Ans : Yes, you can save part by part. You can get back the previous part (if saved).

**Q 4. When printed copy of Application and documents to be submitted?**

Ans : **For the Candidate Part-A Candidates ( current year ,C.U. Graduates) will submit printed copy of Application and other testimonials after publication of Draft Merit List as notified in Admission Schedule.**

**For the Candidate Part-B Candidates (Non C.U. graduates and C.U. previous year graduate) will submit printed copy of application and other testimonials after publication of Entrance Test Result to be notified in the Admission Schedule.**

**Q 5. I submitted online Application. How I will pay Application Fee?**

Ans : Application to be deposited through Bill Desk Gateway and proceed follow the instruction in the website How to pay Application Fee.

**Q 6. Can I pay application through Cash?**

Ans : No.

**Q 7. I have deposited my application fee, How can I get a receipt of the application fee deposition?**

Ans : Download e-receipt from the System.

**Q 8. What is the need of e-receipt?**

Ans : You have to attached a copy of the e-receipt with your printed copy of application and other documents.

**Q 9. I have deposited Application Fee. I have got e-receipt of payment but my payment status remains Pending?**

Ans : For payment status update may take 2/3 working days. If not updated after 2/3 days contact Technical Team or Secretary Office with e-receipt and a printed copy of application form through email [secretarysta@gmail.com](mailto:secretarysta@gmail.com)

**Q 10. Whom I contact ?**

Ans : See Contact Us.

**Q 11. What are the documents I have to attach with the application?**

Ans : i) Printed copy of application form ii) copy of e-receipt (iii) all marksheets from 10<sup>th</sup>, 12<sup>th</sup>, Graduation, etc, admit card / certificate of 10<sup>th</sup> standard as proof of DOB, SC/ST/OBC-A/OBC-B/PWD certificate if applicable, Adhar Card.

**Q 12. Who can attested coucements?**

Ans : Self Attested copy to be submitted. Candidate must sign all page of printed copy of Application form and documents.

**Q 12. How will I know the status of my application?**

Ans : You have to follow website notice in starting page

**Q 13. What is the role of acknowledgement slip?**

Ans : It is a required at the time of submission of printed copy of application and documents.

**Q 14. How Hall Ticket can be downloaded?**

Ans : After due date announced in the website for downloading e-hall ticket. Please enter through starting page with your id and password and download hall ticket as like form.

**Q 15. Where will be Entrance Test Centre?**

Ans : In Calcutta University Campuses at Kolkata.