

Year - 2017

Information required for filling in the Form

1. Marks / Grade obtained in major Examinations from 10th Standard onwards.
2. Income of family per month.
3. **Your Photo, Signature and other Document's image files in jpg or jpeg format.**
4. **Your valid email**

Instructions for filling in the Form

1. Open the Page <http://www.caluniv-ucsta.net/pgadmission/phpfiles/main.php>
2. Click the 'Click here to register' link at the bottom of the Login form.
3. Fill in the Registration Form.
4. In the Registration Form, you have to fill in your Name, Date of Birth, Email, Category, Honours Subjects, and 8 to 15 character password. Press 'continue' button to proceed.
5. With the Email id as User-id and chosen Password, you'll be directed to the Admission Form.
6. The Admission Form consists of 5 pages shown as Menu:
 - (i) Personal Info
 - (ii) Academic Info
 - (iii) Select Course
 - (iv) Upload Documents
 - (v) Payment Information
7. In the Personal Info page, the fields are : Mother's name, Father's Name/Guardian's name, Gender, Marital status, Religion, Blood Group, Nationality, Whether Physically Disabled, Family income, Present Address, Permanent Address, Telephone No, and Mobile No. The '*'(star) fields are mandatory fields.
'Save' button stores the data of that particular page and stays in that page, whereas 'Save & Continue' stores the data of that page and proceeds to the next page.
Press 'Save & Continue' button to proceed to the 'Academic Info' Page.
8. In the Academic Info page you have to fill in: College name, University name to which your college is affiliated, University Registration Number in case your University is Calcutta University, Year of Passing the qualifying Examination, Status of result of Examination, etc. Statement of Marks obtained at the B.Com. Examination: Total Honours marks (Part - II+III) obtained in the Examinations. Total general marks (Part - I+II) obtained in both the subjects should be given. Enter 0(zero) marks in the fields where it is not applicable. Grace mark should be 0(zero) unless otherwise specified in your mark sheet. Also you have to fill in the data for your 10 and (10+2) standard Examinations. Press 'Save & Continue' button to proceed to the 'Select Course' Page.
9. In the 'Select Course' Page, you have to choose Special Subjects and Course Time in order of your preference.
Press 'Save & Continue' button to proceed to the 'Photo Upload' Page.
10. Upload your Photo and Signature as per instructions given in that page. The format of the photo and signature files should be jpg or jpeg. The size of the photo file should be less than 50 kb and that of signature file should be less than 20 kb.
Press 'Continue' button to proceed to the 'Payment' Page.

- 11.** One need not fill in the form at one go. Data will remain stored. If you sign out before completing the Form, you can again access your form by logging in by your email and password through the form 'Login for M.Com Admission' available in the page <http://www.caluniv-ucsta.net/pgadmission/phpfiles/main.php>. You can also download the Admit Card by signing in the same form.
- 12.** Before 'Final Submission' of the form available in 'Payment' page, one may print the draft form to check the data inserted by the user.
- 13.** Before 'Final Submission' of the form available in 'Payment Info' page, one can modify the data in different pages by clicking the hyperlinks available on the tabs.
- 14.** After 'Final Submission' of the form, the user cannot edit data in the form anymore.
- 15.** After pressing 'Final Submission' button, the user will be directed to the Download page from where the user can download the Application Form. The payment link is also available in that page.

