STUDENT USER MANUAL FOR ONLINE ADMISSIONS

TO FIRST YEAR DEGREE COLLEGE COURSES

GENERAL INSTRUCTIONS FOR ONLINE ADMISSION FOR FY DEGREE COURSES

Before Registration you must have the following.

1.   Scanned latest PASSPORT photo   (5KB)

2.   Scanned Signature of student   (5 KB)

3.   Scanned copy of parents signature   (5KB)

4.   Scanned Copy of XII Std Mark sheet (20KB)

5.   Scanned Copy of Xth Mark sheet   (20KB)

6.   Scanned copy of leaving certificate   (20 KB)

7.   Scanned copy of caste certificate   (20 kB)

   (only if seeking admission based on caste)

8.   Scanned copy of handicapped certificate (20 KB)

   (only if seeking admission based on handicap category.)

9.   Valid State ,National, International sports certificate (20 KB)

   (if seeking admission in sports quota)

NOTE :

1.   Scan the original document only do not scan photo copies

2.   Attach valid documents with admission form (admission will be cancelled at any point if the attached documents are found to be invalid or fake)

STEPS FOR FILLING UP THE FORM AND PAYMENT OF FEES

STEP 1   Fill up the University Registration form. If not filled click here
http://mum.digitaluniversity.ac

Step 2   Fill up the Registration Form of The college Click here to fill the form

vivacollege.in/FY_Degree//index.aspx

(Please Choose Inhouse Outsider Private 17)

Step 3   Login with Userid and password generated in step 2 above

Step 4   Filling Up the Admission form

Step 5   Payment of Processing Fees Rs 100 for each course applied

Step 6   If Admission is Approved the payment of fees link will be generated

Step 7   Once you make the online payment the Admission gets PROVISIONALLY CONFIRMED

ONLINE ADMISSION PROCESS OF FY DEGREE COURSES

All the fields marked with * are compulsory

Step 1. Basic Details. (These Details are Already Filled During Registration and hence cannot be changed.)

Step 2. Personal Details

Step 3. Academic Details

Step 4. Family Details

Step 5. Other Details

Step 6. Upload Documents

Step 7. Apply for Courses (Faculty once selected

cannot be changed.

Step 8. Payment of Processing Fees Rs 100 per

course selected. You can apply for more

than one course in the selected Faculty.

Step 9. Payment of Fees

NOTE: All the admissions to all the courses are strictly on merit basis . Other than in house student admissions as per University of Mumbai circular for FYBA FYBCOM FYBSC.