ST. XAVIER'S COLLEGE

St. Xavier's Road,
P.O. Sripalli,
Burdwan-713 103
West Bengal, India.

Admission Procedure at a glance for Four years Under-Graduate Courses
Under the Curriculum and Credit Framework (CCF)
Academic Session: 2023-24

ADMISSION PROCEDURE:

Please read the following instructions carefully before starting the application process.

a) Go to College website and click on the Admission Button, then **Admission form for 2023-24** button.

b) To start the admission process applicants must give their online application code. Only candidate from valid merit list can fill the admission form.

c) **Admission Procedure:** Five (5) simple steps need to be followed. Applicant must complete each step to proceed to thenext.

STEP - 1: Online Application code: To start the admission process applicants must give their online application code. Then the applicant has to click on 'Submit' button.

STEP - 2: Online Admission Form fill-up: Once your online application code is given, the online admission form will open. Here you need to submit various kinds of information such as:

- Other Personal Details
- Guardian Details
- Qualifying Examination Details
- Courses Applied Details
- Contact Details

Once this process is complete the candidate can review the information given by him/her and edit it if necessary. Once satisfied the applicant has to proceed to 'FINISH' completing the admission form- fill up process. Once submitted, data in the admission form cannot be changed/ edited.

STEP 3: Admission fees payment-

After submitting the application form, proceed to pay the **Admission fees** via the given link (https://forms.eduqfix.com/prfaxcb/add) on **"Admission fees payment & Document upload"** section.

Click on the link (https://forms.eduqfix.com/prfaxcb/add) & you will be redirected to the **edu-Qfix** website. Fill the details for Payment receipt like –

- Applicants' Name
- Students' Valid Phone number
- Students' Valid Email ID
- Department applied-
- Application Code/ ID

- Select the amount $\longrightarrow$ I agree

Screenshot of the payment gateway interface

After payment, download the transaction slip. Return back to the admission form – Documents upload section page. Write the unique **Qfix reference number generated by edu-Qfix.** Keep the Qfix application payment receipt generated after successful payment safe.

STEP - 4: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her **Photograph, Signature** and **self-attested (with date) photocopies** of following documents in prescribed format only:

==Scanned Documents to be uploaded along with the ONLINE Admission Form==
(1-8 could be uploaded in both .pdf and or .jpeg format)

1) Class X Admit card.
2) Class X Marksheet.
3) Class XII Admit card.
4) Class XII Marksheet.
5) Migration / School Leaving Certificate.
6) Aadhaar card.
7) SC/ST/EWS certificate (if applicable).
8) Baptism Certificate (Only for Christians).
9) Guardian's Signature (only .jpeg format).
10) Student's Signature (only .jpeg format).
11) Photograph of the Applicant (only .jpeg format).
12) Application payment receipt of Q fix

After submission of the admission form, the process is final and complete. Please note that after this no modification of data is possible. Please ensure that no mistakes are made during the process of filling up of the admission form.

STEP - 5: Download / Print: The applicants are advised to print / download the admission form for future reference after successfully submission of application form.

Note:

All concerned candidates are requested to check the college website **REGULARLY** (on a DAILY basis) for such information.