INSTRUCTIONS TO THE APPLICANT

Welcome to the online application for admissions to Kohima Science College, Jotsoma.

This form is to be filled in with details that are true to the best of your knowledge. Any false information entered may result in cancellation of the application at any stage of the admission process or, if admitted, in the cancellation of the admission.

The queries in the form are mostly self-explanatory. Instructional notes are given only where deemed necessary.

Please select the Programme which you want to apply for before proceeding further.

1. Personal Details

Personal details should be as per HSLC/Class X Admit Card.

(a)	Title	
(b)	Last Name/Surname	
(c)	First Name	Enter all your names (First Name, Middle Name, etc. separated by a space) that precede the **Last Name/Surname** in your HSLC Admit Card.
(d)	Mobile No.	This is prefilled with the number given at the time of registration. This will be used for all future correspondences.
(e)	Email Id	This is prefilled with the email address given at the time of registration. This will be used for all future correspondences.
(f)	Gender	
(g)	Date of Birth	
(h)	Nationality	
(i)	Religion	
(j)	Caste Category	If you select SC/ST/OBC, Caste Certificate will have to be uploaded later in the **Document Details** page.
(k)	Sub Caste	Select your tribe from the list. If you belong to Backward Tribe of Nagaland, BT Certificate will have to be uploaded later in the **Document Details** page. If you select **Other**, a query will appear for you to specify.
(l)	Identification Mark	Enter Identification Mark as per your HSLC Admit Card.
(m)	Father's Name	
(n)	Father's Occupation	
(o)	Mother's Name	
(p)	Guardian's Name	
(q)	Guardian's/Parent's Contact No.	
(r)	Guardian's Occupation	
(s)	Handicap/Specially Abled	If you select **YES**, Disability Certificate will have to be uploaded later in the **Document Details** page.
(t)	Adhaar No	

After finishing, click **Save & Next**. If all required queries have been entered, you will be led to the **Address Details** page. Otherwise, you will be prompted about the incomplete entry.

2.   Address Details

Enter correct postal address(es) for future correspondences.

After finishing, click **Save & Next**. You will be led to the **Qualifying Exam Details** page.

3.   Photo Details

Maximum image size for Student photo is 500kb and maximum image size for Student Signature is 300kb. Photo & Signature should be taken on white background.

Upload the images one by one.

After finishing, click **Save & Next**. You will be led to the **Course Selection** page.

4. Course Selection Page

Course   Select the Course you wish to apply.

After finishing, click **Save & Next**. You will be led to the **Last Qualifying Exam Details** page.

5.   Last Qualifying Exam Details

Details should be as per HSSLC/Class XII Mark Sheet.

(a)	Last Exam Name	
(b)	Board/University	(If you are from Nagaland Board of School Education, enter NBSE.)
(c)	School/College	
(d)	Last Exam Roll No.	Enter HSSLC exam Roll Number
(e)	Obtained Mark	Enter the total marks obtained as given in your Mark Sheet.
(f)	Total Marks	Enter the total marks of the subjects taken into consideration for the percentage on the Mark Sheet. (For NBSE students, this will be 500.)
(g)	Percentage	This is automatically calculated. (If you are an NBSE student, ensure that the calculated percentage is identical to that in your Mark Sheet.)
(h)	Year of Passing	
(i)	Gap in Education	If the year of passing is not this year select yes, Gap Certificate will have to be uploaded later in the **Document Details** page. (A format can be downloaded from the college website.)

After finishing, click **Save & Next**. You will be led to the **Document Details** page.

4.   Document Details

Upload the documents one by one by clicking on **+Add.**
Note: _Any provisional document should clearly show name, roll no., and qualifying examination_.
Make sure that the correct document is uploaded against the mentioned document name.

After finishing, click **Save & Next**. You will be led to the **Subject Details** page.

5.   Subject Details (_only for BA applicant_)

Select ENGLISH in **Medium/Instruction Medium**.

Select your Major preference from the **Group** dropdown menu. You can enter up to 2 preferences for BA. The subject selected against Preference 1 is your first preference, that selected against Preference 2 is your second preference and so on. If you are selected for admission, Major subject will be allotted to you as per your rank in the merit list and according to your preferences. Therefore, enter a subject as a preference only if you are willing to take Major in it.

After finishing, click **Save & Next**. You will be led to the **Make Payment** page.

7.   Make Payment

If you click **PAY NOW**, you will be directed to the payment gateway where options available for payment will appear. You can pay by Credit/Debit Card, Debit + PIN, Net Banking or UPI. Please note that the gateway will charge Convenience Fee and GST.

Please note**:** Payment once made will not be refunded for any reason whatsoever.

Click on **REQUERY** if payment was done earlier and the amount was deducted from your account.

After successful payment, you will be redirected to the application website. Note the Transaction ID. Click **Go to confirm**. You will be led to the **Confirm Registration** page.

8.   Confirm Registration/Application Confirm

Make sure you read the **Terms & Conditions** before you confirm. You may also preview your application by clicking **Preview Application**. Confirm your application by clicking **Confirm Application**.

After confirmation, you will be led to the **Course Selection** page where you can **Print Application** and **Print Payment Receipt**

You are advised to print/save the Payment Receipt and the Application. Note the **Application No. /Registration No**. This number will be used for all future correspondences against your application.

After completing the application, log out, especially if you are using a public or shared computer.