Instruction for online Admission 2018-2019

1. This year, submission of application form for admission is ONLINE through College website(www.siesice.edu.in) . On the home page you will find the button / link for "Online admissions".

2. Click on respective institute link (Sion or Nerul) that you want to apply.

3. Instructions for Online Application are provided overleaf.

4. The students will take a printout of the fully filled in online form and submit it to the institute office along with the related documents.

5. Student can either first purchase Brochure and fill the form or first fill it and purchase it while submitting form in the institute.

6. After submission of the admission form, there will be written test & an interview.

7. If selected, then students name will appear in the Merit list on the college notice board.

8. Merit list will be prepared based on data provided by the students. The correctness of data is therefore the responsibility of the student.

9. Discrepancy if any should be brought to the notice of the Office in-charge or Director of the Institute.

10. After the form is checked by the staff on duty, the students should pay necessary fees at the designated fee counter.

11. Only after payment of fees, the admission is secured by the student.

12. In case of any dispute, decision of the Director/Office In-Charge shall be final and binding on the student.

13. The student may periodically visit the website for updates relating to admission, reopening of the College for the next Academic Year and other details.

Instructions & Prerequisites for applying online

- Candidates must have a scanned copy / image (Format :JPG, PNG) of the following before proceeding for applying online:
  - Mark-sheets of previous academic examinations (X^{th}, XIIth, and Graduation)
  - Passport size recent photo (against light background) of candidate
  - Signature of candidate, on white background only
- You will require your mobile handy for online application. Only a single mobile number can be used by a candidate for registration online
- "*" Indicates a mandatory field

  DO NOT use the refresh or the back button on the browser (or the associated hot-keys). You may only use blue buttons provided on the page to navigate

Instructions:

1. Visit website **www.siesice.edu.in** and click on button "Online Admission"

2. The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers

3. All Candidates must first create an account by clicking on '**New Candidate Registration**'

4. Candidates already registered in this admission system can proceed with login details

5. Fill-in basic information to create your account as student for admission for year 2018-19

6. You can create a unique Username and Password that you need to remember, every time you Log-in to the admission portal

7. Do not share login details with others (other than institute admin unless ask for) - your info on this portal is confidential & important

8. Click on '**Create Account**'. You will see a pop-up confirming your registration

9. You will receive Mobile verification code on your registered mobile number and you will receive all future communication on this registered mobile number

10. You will be redirected to "Candidate Login page". Now use your username and password to proceed further

11. After this follow instructions given on the screen

12. Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data

13. The data to be provided by the student includes relevant personal details as well as the options of Courses desired in order of preference

14. Candidates should upload good quality scanned copy of all required documents to avoid rejection

15. Candidate will have chance to edit any furnished information only till form is locked by Institute.

16. Student have to pay form fee in cash at institute and admission fee by DD at college counter.

17. For help contact SIES Institute of Comprehensive Education on working days during office hours on (022) 24090516 or email at **onlineadmissionice@sies.edu.in**