

## **Guidelines for Online admission process for SY admissions:**

- 1. Read the admission notice carefully.**
- 2. Check the online payment options available for fee payment. (Mentioned in the notice and on the online admission form)**
- 3. Open TeachUs app on your mobile device. Update the app on playstore.**
- 4. Click on Admission Tab on the home page.**
- 5. Complete the online application form.**
- 6. For qualifying exam details please enter appropriate data from results as declared by college.**
- 7. After completion of application form, you will receive a 'Application Received' message.**
- 8. If you have opted for full fee payment, after application is checked by office, a notification will be received by you. Make full fee payment online on the app.**
- 9. If you have opted for Installment fee payment, after application is checked by office, you will receive a call from college office. Report to the college at the given date and time and submit DD in favour of 'The Principal, Valia College of Commerce' for appropriate amount (Rs. 10000) as noted in installment fee payment schedule in the admission notice.**
- 10. In case of reserved category students come to the college office with all your documents get them verified and after verification only prepare DD and submit in college office**
- 11. Await confirmation message of Verification of payment from the college on the app.**
- 12. Once you receive the payment confirmation, your admission is confirmed.**
- 13. Admission process is complete. Regularly check your app for updates on college activities, online sessions, etc.**
- 14. Students who have opted for installment payments must ensure payments are made before or on specified due dates to avoid admission cancellation.**

Read the admission notice carefully



Check the online payment options available for fee payment. (Mentioned in the notice and on the online admission form)



Open TeachUs app on your mobile device. Update the app on playstore.



Click on Admission Tab on the right top corner of the home page.



Complete the online application form.



For qualifying exam details please enter appropriate data as declared by college.



After completion of application form, you will receive a 'Application Received' message.



Open category students opting for full fee payment can pay online ; other students like those opting for Installment payment / Reserved category must pay fees via DD in favour of 'The Principal, Valia College of Commerce' in college office only after verification of documents.



After fee payment is complete; await confirmation from college office.



After fee payment is verified with the Bank; You will receive ' Admission Approved ' message .



Admission process is now complete. Regularly check your app for updates on college activities, online sessions, etc