

## **Steps for Online Admission Process for SYBCOM Admissions**

### **Regular students of FYBCOM 2020-21 Batch Only**

**PLEASE FILL UP ALL YOUR DETAILS AND UPLOAD PHOTO AND SCANNED SIGNATURE CAREFULLY.**

**ADMISSION WILL STAND CANCELLED IF WRONG INFORMATION IS FILLED UP.**

1. Read the admission notice carefully.
2. Keep scanned photograph and signature ready for upload.
3. Check the payment options available for fee payment.  
(Mentioned in the notice and on the online admission form)
4. Open Teach Us app on your mobile device. Update the app on playstore.
5. Click on Admission Tab on the home page.
6. Complete the online application form.
7. For qualifying exam details please enter appropriate data  
**For Sem I & II- Enter data from Sem I & II results as declared by college. (Check college website [valiacollege.co.in](http://valiacollege.co.in) under Examination - Results Tab)**
8. After completion of application form, you will receive a 'Application Received' message.
9. In case of open category students after application is checked by office online, a notification will be received by you. Make full fee payment online on the app.
10. In case of reserved category students come to the college office with all your documents get them verified and once verified 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.

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



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



Office will check your form online and once checking is complete you can pay fees



Open category students complete the fee payment online. Reserved category students visit the college and get your documents verified and make payment via DD



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