

## **INSTRUCTIONS FOR ADMISSION PROCESS**

PLEASE NOTE THE COLLEGE IS NOT RESPONSIBLE FOR ERRORS MADE WHILE FILLING UP FORMS.

IF WRONG /FALSE CLAIMS ARE MADE AT THE TIME OF FILLING ONLINE FORMS AND/OR THE STUDENT IS UNABLE TO PRODUCE NECESSARY DOCUMENTS TO SUPPORT HIS/HER CLAIMS, HE /SHE WILL LOSE THE SEAT AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED.

STUDENTS ARE ADVISED TO TAKE UTMOST CARE WHILE FILLING THE FORMS. PLEASE NOTE DATA ENTERED AND SUBMITTED ONCE CANNOT BE EDITED.

ALL FORMS WILL BE AVAILABLE ONLINE ONLY

\*\*\*Admission Process will be complete only after proper verification of all documents required

Please Note:

1. Students should keep their Passport size photo (max. 500 kb) **[Strictly]** and Signature(max. 300 kb) softcopy ready.
2. Students who wish to apply for multiple courses need to register on website accordingly.

### **Steps for Filling the Online Form**

**Step 1:** Students need to visit Link for online application of pre-admission online Enrolment forms which will be available from Thursday, 9<sup>th</sup> June, 2022 to Monday, 20<sup>th</sup> June, 2022 on Mumbai University website: <https://www.mum.digitaluniversity.ac> [This is mandatory before filling the college form as student needs the university “pre-registration number” for filling the college form]

**Step 2:** Once registered with Mumbai University website, student needs to visit the College website [www.valiacollege.co.in](http://www.valiacollege.co.in) and Click on the “AdmissionOpen” button for filling up the college form. Before proceeding to fill the form please read the Frequently Asked Questions (FAQs) on the website.

**Step 3:** Fill the complete form. (Refer to the application form guidelines video available on the college website). **Fill the form carefully as data entered and submitted once cannot be edited again.** Student name should appear in the form exactly as it appears on the HSC Marksheet.

**NOTE: It is mandatory to confirm the application form after payment of fees failing which applicant will not be considered for admission process.**

**Step 4:** Take the printout of the form after final submission. Printout of form must be taken on **A4 size paper.**

ALL INHOUSE STUDENTS CAN TAKE DIRECT ADMISSION (TO BCOM PROGRAM ONLY) BETWEEN FRIDAY, 10<sup>TH</sup>JUNE, 2022 TO MONDAY, 20<sup>TH</sup>JUNE, 2022 BY SUBMISSION OF FORMS AND PAYMENT OF FEES AT THE COLLEGE COUNTER. NO MERIT LIST WILL BE GENERATED FOR INHOUSE STUDENTS.

**Step5:** For outside students MeritList (Open category and Gujrati Minority) will be generated and displayed both on college website and college premises on the date mentioned by Mumbai University.

**Step6:** Based on Meritlist, only meritlist candidates will be required to visit the college premises with all necessary documents as noted in the Admission Notice for submission along with DD drawn in favor of **The Principal, Valia C. L. College ofCommerce.**

**Step 7:** Once verification is done the students have to pay the fees at the fee counter, and submit the form.

**Step 8:** Only on successful submission of the form and payment of Fees the Admission of the student is confirmed at the college.