

## How to Apply

The applicants are advised to follow the instructions noted hereunder while filling up the Application Forms online:

- ➔ In order to apply online, applicants have to register themselves first.
- ➔ During registration, Applicant will be asked to provide an **e-mail id and a mobile number ( candidates own) , these must be valid ones because initial login password will be sent to the provided e-mail id and mobile number via SMS, and in future Communication**, all correspondences in this regard may be made to these e-mail id and the given mobile no. via SMS.
- ➔ Applicants must provide valid email id & mobile number. else the registration process will not be completed.
- ➔ After registration, the password will be sent to the registered e-mail id and mobile number.
- ➔ After successful login, applicant will be required to select course(s) he / she may wish to apply and check the eligibly first. Once found eligible he / she can fill up rest of the Admission Form.
- ➔ An applicant will be required to upload his / her scanned Photograph and Signature during filling up the admission form, therefore, he/she is advised to keep these ready before filling up the admission form.
- ➔ If the applicant does not have all required information at the time of filling the form, he/she can save the incomplete application as a draft (by clicking on 'Next' or 'Previous' button) and log out. Later, by login back to his/her account again he/she may complete the rest of application form.
- ➔ After filling up all required information to submit the same, applicant must agree with the given declaration, clicking on check box. It is important to note that, once it is submitted, the information already entered cannot be altered under any circumstances. Therefore, they are advised to be sure about the accuracy and relevance of the filled up information before clicking the submit button.
- ➔ After Submission of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the AIN (Application Identification Number) and his / her other information relating to instructions for payment of Application Processing Fees through SBI Portal. Application shall be summarily rejected, if payment is not made as per instructions given.
- ➔ **The Candidate will have to wait for one or two day to make the final payment of Application Form fees through online (Payment Gateway) where candidate has to enter few fields as filled up during application process i.e Application Number, Candidates Name, Fathers Name, Mobile No. etc. to make the final payment of Fees from the available payment options.**

- ➔ The automatically generated AIN (Application Identification Number) number shall be treated as unique identification number for an application during the admission process. Therefore, any Application Form erroneously downloaded and printed without automatically generated AIN (Application Identification Number) will not be accepted under any circumstances.
- ➔ The applications, once applied by the Applicant cannot be cancelled or altered and the amount paid for the same by the Applicant is not refundable. All amount(s) paid by the Applicant, for application to the course(s) offered by 'The Indian College of Arts & Draftsmanship' shall stand appropriated. In case of multiple payments, being processed for a single application, the extra amount may be refunded to the Applicant after verification, if applied for. How to Make Payment After successful Submission of the application, applicant will be able to download or take print out of the filled up 'Application Form' bearing the AIN (Application Identification Number) and his / her other information relating to instructions for payment of Application Processing Fees through SBI Portal.
- ➔ Application shall be summarily rejected, if payment is not made as per instructions given

After successfully filling up the form the applicant will have to wait for one or two day to make the payment. After again logging in the candidate will get the option to make the payment. The Applicant will be asked to click on the Payment Button. Once it is clicked on the Payment Button, the applicant will be redirected to the SBI Portal for payment of requisite Application Processing Fees.

Any one of the following 2(two) methods for payment of Application Processing Fees can be opted:

1. Online payment through Net Banking or Credit Cards or Debit Cards of any bank.
2. Through Cash/Challan: A Pay-in-slip will be auto generated. The candidate can submit the fees through Challan in any of the branches of State Bank of India of the 24 hours of printing the auto-generated Cash/Challan.

After payment of fees through any one of the aforesaid methods, the candidate is advised to log in again into the admission portal with his/her log in id and passwords and see payment history. Please note that in the case of payment through Net Banking or Credit 5 Cards or Debit Cards, transaction history will be reflected immediately after successful transaction. In the case of payment through Cash/Challan, transaction history will be reflected at least after 24 hours of payment at any branch of State Bank of India.

### **General Instructions to the Applicants**

1. Candidates applying for more than one subject will have to apply separately following procedures mentioned above.

**2.** Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.

**3.** The duly filled-in application form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of Bank payment receipt, has to be retained by the candidate. Applicants must preserve the acknowledgement receipt containing the Application Form ID No. etc. for the future reference.

**4.** The applicant is not required to submit the hard copy of duly filled-in downloaded Application Form to the College. However, the hard copy of duly filled-in downloaded Application Form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt will be required only at the later stage during Viva-voce