

Instructions for Filling in Application Form:

The applications for the entrance exam to MCA can be submitted **online** in the prescribed Application Form **ONLY**.

Ensure that you satisfy the eligibility criteria for the MCA Degree program (Carefully read the brochure available under the link MCA Admission (2014-15) - Information Brochure on the Goa University website www.unigoa.ac.in)

Filling up of the application form online is a **two step process**.

You need to have a valid email id and contact number for communication before you start the application process. Please create an email id if you do not already possess one.

You also need the following documents (scanned copies/pdf files/ images) before commencing Step 1 of the application process :

- a) Your recent passport size photograph
- b) XII standard mark sheet
- c) Graduation: First Year and Second Year Mark sheets
- d) Third Year Graduation Mark sheet (if available)
- e) Valid Certificate for Reservation Category
- f) Anti _ Ragging affidavit duly signed by Student and Parent/Guardian

(Refer https://antiragging.in/upload/AntiRagging_How%20To%20Fill%20Affidavit.pdf for a step by step guide to filling this affidavit)

Incomplete applications will be automatically rejected.

Step 1 i) Click on the Admissions to MCA (apply_online) link on the Home page of the website. You will be presented with the online application form.

(ii) Fill in the application form details online.

(iii) Upload the necessary photographs/documents where requested.

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(iv) Read the declarations and check mark the [I agree] checkbox to show your consent.

(v) Recheck that all data is correctly filled and all uploads have been made before clicking the Submit button. (The candidate should type all the requested information and UPLOAD required documents BEFORE clicking on the Submit button).

(vi) You will be given a Reference Pin number which you need to NOTE down for further reference to your application.

(vii) An email will be sent to your specified email id for verification (Subject of email: Goa University Online Application).

(viii) Click on the Verify link. You will get an email verification page (with your Reference Number and a link “Click Here”

(ix) Click on the “Click Here” link which will take you to a form with fee payment details to be filled (**Step 2** of the Application Process).

Step 2 (i) Download & Print the bank challan (Click on the link “Click Here to download challan format”).

(ii) Make the necessary payment as indicated on the challan at the nearest State Bank of India branch.

(iii) Scan & Upload the challan copy after making necessary payments

(iv) Enter the Bank Details in the Form

(v) Enter the verification code and Submit the form to complete the process.

(vi) You will receive a confirmation message that your application has been successfully uploaded.

(vii) An **email** will be sent to your email id with your **HALL TICKET** and a pdf of the **prospectus**.

(viii) Download the HALL TICKET and take a PRINTOUT of the same. You will need to show the hall ticket at the venue of the exam.

(ix) Produce the HALL TICKET for your identification when requested, at the time of the examination.

Entrance Test and Admission Process:

1. All notifications will be made on the University website and Departmental Notice boards. (NO separate intimations will be sent to candidates).
2. Be present at the venue WITH YOUR HALL TICKET at least 30 minutes before the start of the Entrance Test.
3. Bring a document for your identification (drivers license/ election card/ aadhar card/passport/college identity card/pan card) at the time of the entrance test.
4. Bring your own stationery (HB pencil, eraser and black ball point pen). No cell phones, calculators or any other material will be allowed in the examination hall.
5. Results (Merit List/Waiting Lists) will be put up on the University website/Department notice boards on the dates specified. (NO separate intimation will be sent to candidates).
6. Original certificates need to be produced at the time of admission.
7. Payment of fees will have to be done at the SBI, Goa University branch, through challans, on or before the last date for registration.

Important Dates for Admission to the Academic Year 2014 – 2015

- Issue of Prospectus & application form 22nd April 2014
- Last date for receipt of completed application form6th June 2014 (Friday)
- **Entrance Test Date and Time ----- 12th June 2014 (Thursday)**
(2.30 - 4.30 pm)
- Display of merit list and waiting list (Adm Rnd 1).....16th June 2014 (Monday)
- Last date for registration by merit list candidates.....19th June 2014 (Thursday)
- Display of list of admissions to waiting list candidates (Adm Rnd 2). ...20th June 2014

- Last date of registration for waiting list candidates (Rnd 2)..... 23rd June 2014 (Monday)
- Final round of admission and registration to waiting list candidates (**Open Admission**)
25th June 2014 (11am).