

## **Instructions to fill online admission forms**

- Open college website URL as [www.meerutcollege.edu.in](http://www.meerutcollege.edu.in) or [meerutcollege.org](http://meerutcollege.org) (Best viewed with Google Chrome or Internet Explorer browser).
- Click on the "ONLINE ADMISSION" tab.
- First, enter your student ID allotted by the college. Then enter either of the following: your XII Class Roll Number or your Date of Birth.
- Now, enter captcha and Click on the "NEXT" Button.
- If your information is correct and matched with the college data then you will see the message "VALIDATION SUCCESSFULL". (Otherwise, you will see "VALIDATION FAILED" and you have to refill your entries correctly).
- Now, you will see your Personal Information Form. Most of its entries will already be filled. Complete rest of the required information and click on "SAVE AND NEXT".
- Now, your admission form has been saved. You will receive a Login and a Password on your registered mobile number through a SMS.
- Then, your Academic Records Form will be opened. Complete it carefully and click on "SAVE AND NEXT".
- Now, you are required to upload all your mark sheets and certificates as attachments. But be sure that the size of each attached file should be less than 200KB. You can use software "Microsoft Office Picture Manager" to resize the images of your uploads.
- Note: 1. Some of the documents are compulsory. They are marked with (\*) sign.  
2. If somehow, you have failed to fill your form completely in your first attempt, you can do so again any time by simply Login the student portal using Login and password received by you through the SMS.
- After uploading the documents, click on "SAVE AND REVIEW". Your complete admission form will be opened. Go through all the entries filled by you carefully and make necessary amendments if required.
- If you are satisfied with all the information provided by you, click on "PROCEED TO PAY" to make online Fee Submission.
- To save time, keep Debit Card/Credit Card/UPI/other information with you to make payments quickly.
- The charges applicable on the Payment gateway are as per RBI norms and the UCO Bank. You should check the various processing charges to make the best low rate Card/UPI.
- After successful submission of the fee, you will see an e-receipt on the screen. Take out its print along with the print of your complete admission form and keep them with you.
- Now, all the information provided by you in your admission form and all the attached documents will be checked by the admission committee of the college. If everything is found correct, your admission will be confirmed and information regarding this will be sent to your registered mobile number through SMS.

- Apart from this, after the due date, a list consisting names of all the students having confirmed admission will be uploaded on the college website.
- After ten days from the date of receiving confirmation status through SMS, you have to visit the Proctor Office in the college campus. There you have to collect your Identity Card and the Prospectus by showing your e-receipt. It is mandatory to keep the Identity Card with you in the college campus at all times.

**Helpline Numbers**

(Available between 10:00 AM to 5:00 PM)

For technical support: 8279387657, 9756593654

For any problem regarding College ID or other Academic information, contact the following as per your course-

For B.A. (IInd & IIIrd) –	8394068855
For B.Sc. (IInd & IIIrd) –	8057586100
For B.Com. (IInd & IIIrd) –	9760887740
For Self Finance Courses –	7494878205
	9557071795
	7983832329