## Procedure for filling-up the forms

- 1) Firstly open our website <u>www.kaliyaganjcollege.ac.in</u> and click on the tab 'ONLINE ADMISSION (1<sup>st</sup> Semester) 2025-26' or open 'onlineadmissionkaliyaganjcollege.org.in' in your web browser.
- 2) Then read carefully the detailed timeline by clicking 'Notice' button.
- 3) Click 'Apply online'. One option will come 'Apply for a 4-Year UG Degree (Honours / Honours with Research)'. Click on this tab and the application form will open.
- 4) Fill-up the form properly and carefully. Browse your passport size photo, M.P. Admit card and H. S. Marksheet (file size should be below 100 kb and preferably in jpeg format). Be careful about your date of birth. After submitting the form, you can edit information of your form except date of birth.
- 5) After completion of form fill-up, 'Submit Application' button will come at the bottom of the page. Click 'Submit Application' button and the filled-up form will be seen. After checking (you can go back for correction if any), confirm it. Then two buttons will come 'Print Form' & 'Exit'. Click 'Print Form' to get hard-copy of your application. If you click 'EXIT' then you will be left from the application.
- 6) After submission of your application form, you will find your 'Candidate ID'. The same thing can be obtained at the top of your submitted Application form named as 'Application ID'. This 'Application ID', will be your user ID and your date of birth will be your password for the later operations.
- 7) You will get the options for 'Print Duplicate Application Form' and 'Form Correction' at Home Page. You can use these options, if required.
- 8) Follow the Programme at web-site.
- 9) A candidate can apply for 4-Year UG Degree (Honours/Honours with Research) Programme in maximum 3 (three) subjects in a single application form.
- 10) Initially, the admission will be provisional. Later on, it will be confirmed if everything is OK.