



THE S.I.A. COLLEGE OF HIGHER EDUCATION DOMBIVLI (EAST)

COLLEGE CODE : 521 (NON AUTONOMOUS)

IMPORTANT NOTE:

1. Student are instructed to fill the MKCL FORM compulsory through the given link- <https://mum.digitaluniversity.ac> under Pre-Admission Online Registration 2023-24
2. All students applied online admission form for our college should submit the form and documents physically to the college office for further admission process.

STEPS TO SUBMIT COLLEGE ADMISSION FORM AND PAYMENT 2023-2024

**I} LOGIN TO SIA COLLEGE WEBSITE (<https://thesiacollege.edu.in>) for purchase of Admission Form
II} Click on e-Sanchalan tab,**

- i) Select New Registration.
- ii) Pay Rs.100/- by scanning through **Scan for Degree College** QR code.
- iii) **Note:-** Please scan Degree College QR Code Carefully, else your payment will not reach us.
- iv) Select UG under drop down list. Fill the form according to the requirement.
- v) Enter UPI reference Number in Transaction ID.
- vi) Upload Rs.100 payment screenshot and submit the form.

You will receive **Admission form number** in your registered email id.

III} ADMISSION FORM FILLING PROCEDURE

- i) LOGIN TO S.I.A COLLEGE WEBSITE (<https://thesiacollege.edu.in>) and click on **e-Sanchalan tab**.
- ii) Enter your **Admission form number** as a login ID received in your e-mail and select current date from the calender.
- iii) OTP will be sent on your registered email id -**Enter OTP** and click on VERIFY OTP.
- iv) If you login through mobile click on the tab provided on top right side and select **the Admission form tab**.
If you login through computer, click on **Admission tab** provided left side of your computer screen.
- v) Upload photograph. (photograph should be in jpg form & size less than or equal to 100 KB) and then again go to Admission form and fill all the required information.
- vi) Verify your mobile number, contact number and email address after filling the admission form (**This is compulsory field and the same will be used for sending payment link and all communication relating to university and college**)
- vii) Upload all documents (Compulsory documents- 10th Passing Certificate /12th Mark sheet or 12th result provisional copy/12th Leaving Certificate/Adhar card/ MKCL Form/Caste Certificate (if applicable)/ disability certificate (if applicable) (all documents should be in PDF form & size less than or equal to 200 KB) if any by using in the left side of dashboard and fill the details
- viii) Minority Undertaking form - Tamil -(if applicable): Download the Minority undertaking from college website and upload in e-Sanchalan duly filled and signed.
- ix) All the documents hard copies should be submitted in the office for verification.

IV} After verifying the documents, the Rozarpay payment link will be sent to you on your email id and SMS through the college email id for the payment of fees.

Any Other type of payments are not entertained