

Saint Claret College (Autonomous), Ziro Procedure for Online Form Submission

Visit the College web site on www.sccz.edu.in

Click on 'Admission 2025-26'

- Download the 'Prospectus' and read it carefully.
- Click on 'Programme' to know the Programme offered.
- Click on '**Apply Now**' to apply online.

- In the '**Registration**' page, enter the required information

- Name of the Applicant as in Class X Marksheet,
- Application Type,
- Last appeared Class XII Roll No.
- Mobile Number and Email ID.
- Create a password for your portal
- Click on '**Register**' at the bottom of the Page.
(a verification page will pop-up)

- **OTP** or **verification code** will be sent to the **Mobile, E-mail id** specified.
- Enter the **OTP** or **verification code** in the Verification Tab.
- Click on '**Submit**' at the bottom of the Page.

Your **login details** will be sent to the **registered mobile number** only, after verifying your mobile number.

You will now be redirected to the Login page where you can login using the credentials sent to your Mobile number.

- You can also Login by clicking on the link sent to your E-mail id/ go to the '**Admission 2025-26**' page on the College website and click on **Already Registered** tab.

Use your Login Credentials. *(Login using the user name and password sent to your Mobile Number/ E-mail ID.)*

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- If clicking the link doesn't work, copy and paste the link into your browser's address window or retype it there and use your Login Credential. *(Login using the user name and password sent to your E-mail id.)*

Follow these Steps:

Select the Programme → Make the payment (Application Fee) → Fill-in the Online Application, → Upload Documents and Submit the Form.

- **List of Programmes** will be displayed on your dashboard according to your application type.

Select any programme by clicking on '**Apply here**' button then you will be taken to payment page for the Application Fee.

Make the payment (Application Fee)

- Verify the Payment Information in the 'Payment' Tab and click on 'Pay Now' Button. (Note that this is the Application Fee only)

- In the 'Payment' Tab, enter the Payment Information.
- Choose a Payment Method. (Credit Card/Debit Card/Net Banking)
- Provide the Details required
- Click on 'Pay Now'.

(Wait till your Payment is being processed and Transaction is complete. Do not hit refresh/click the back button or leave/close the page.)

- In the Payment Details Page displayed, Click on 'Print' button to take the Printout.

- Save as PDF if desired/required.
- Payment Debited Details will be sent to your E-mail id.

- Application Number will be sent to your E-mail id. Please note your Application Number.

Fill-in the Online Application

- On the dashboard, Click on '**Admission**' and then on '**Application Form**' where you can fill up your application form.

Ensure to fill-in the details with due care so that there are no errors

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- In the 'Upload Documents' section ensure to upload only PDF or JPEG files of 500 KB or less.

- In the '**Undertaking by the Applicant**' at the lower bottom of the Page, click on the check box. A checkmark will appear to declare that all the particulars furnished are true and correct.

-- Check the application and click on the '**Submit**' button to submit your Application.

Note:

- *Applicant can continue using the Login Credential till the Admission Process is Complete.*
- *To apply for more than one course, Login into your login panel then find your course on the dashboard and click on 'Apply here' button and make payment*
- *Admission Fee Payment Tab will be enabled after the Declaration of Results.*

Application Status (as displayed on the Dashboard)

Application Status	Description
Registered	Your Application fee is paid successfully, Please fill up the application form .
Submitted	Application is submitted successfully , Please wait for the confirmation message from the selection team.
Selected	Application is selected.Please go for certificate verification.
Verified	Certificate verification is completed.Please proceed to pay the admission fee in Admission portal (admission.sccz.edu.in) ,through Credit Card, Debit Card, Net Banking, UPI as per your convenience.
Admitted	Your admission is completed.
Pending	Your application is on hold.
Cancelled	Your application is cancelled.