**ADMISSION**

**INSTRUCTION FOR FRESH B A & B COM ONLINE ADMISSION**

1. Go to the college website: [https://www.kohimacollege.ac.in](https://www.kohimacollege.ac.in/)
2. Download the prospectus.
3. Admission portal will be active w.e.f. 19th July 10:00 am to 23rd July 5:00 pm.
4. Apply for appropriate application form along with a payment of ` 200/- at SBI Collect portal : <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
5. Furnish the applicant’s mobile number.
6. Fill up the application form.
7. The following documents must be uploaded along with application form:
	* A recent colour passport size photograph.
	* Signature of the applicant.
	* Signature of the parent/guardian.
	* Differently abled certificate (if applicable).
	* Category/caste certificate.
	* Last Examination’s Mark sheet & Admit Card.

***(It is advised to use free scanner apps for the documents to be uploaded. The documents /photo should be cropped and oriented properly.)***

1. Uploading of **incomplete and fabricated**details / documents shall be summarily rejected.
2. Submit the application form. A text message with **‘reference ID’** will be sent to the registered mobile number.
3. Applicants can proceed to make payment for application form of ` 200/- at SBI Collect portal : <https://www.onlinesbi.com/sbicollect/icollecthome.htm> **(Provide the correct reference ID)**
4. After the declaration of selected list, the applicants can proceed to make payment for admission fee by **selecting the appropriate option** at SBI Collect portal : <https://www.onlinesbi.com/sbicollect/icollecthome.htm> **(Provide the correct reference ID)**
5. The decision of the Admission Committee shall be final and binding. Canvassing in any form shall disqualify a candidate. Any student failing to take admission on specified date(s) and time shall forfeit his/her claims.

\*For any queries related to admission, contact us @­\_9402680738\_ between **10:00 am to 2:00 pm** only.