



# St. Francis

College for Women  
Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

## GENERAL INSTRUCTIONS

### Stages of Application form:



### Instructions for filling Online Application Form

- Candidate seeking admission can register online by providing the Personal Details.  
**Note: Candidate completing 7 years of study by 2020 in Telangana should select Resident status as Telangana**
- Mobile Number and email address entered at the time of registration will be used by the college for all communication.
- After registration login credentials will be sent by college through e-mail on the given e-mail address or SMS on given Mobile Number only.  
**Note: In case you don't receive the email please check your SPAM/JUNK folder of your mailbox**
- Username/Admission Number shared by the college will be identification number for the candidate till the Roll Numbers are assigned.
- Things to keep ready before filling up the complete application form.
  - Scanned recent passport size photo with white background (240x320 pixels)
  - Scanned marks memo
  - Scanned birth certificate
  - Scanned copy of aadhar
  - Scanned caste certificate if applicable
  - Scanned participation certificates in Sports/NCC/Cultural if any
- In Previous Academic Details, carefully update the Marks/grades scored as the eligibility of the Programs depends on this. Please refer the prospectus and admission notice on the college website for more details.
- In Programs Offered section, candidate can choose one program or maximum of 4 programs and set the preference to get admission into the desired program.
- Fill up the rest of the sections with valid information and upload the above scanned documents.
- After filling up the application form, please pay the application fee to complete the application.  
**Note: Application fee is non-refundable.**
- The Application goes through different stages and Candidates are advised to check the status by visiting the website and check their e-mails/SMS regularly.

- The information entered by the student will be checked and status will be updated if it is all correct as verified else Failed verification/ Rejected as the case maybe.
- If a student has applied for less than 4 programs and would like to apply for additional program(s) then she should do the following:
  - If application is in **complete stage** candidate should login with the existing login details and click on proceed button, select the desired program under program offered and pay for the same
  - If application is in **verified stage** candidate should approach the admission counter in the college and get additional course option activated and follow the same procedure mentioned above. After successful payment inform the counter in-charge.

Admissions are strictly based on merit. List of short-listed candidates will be displayed on the college website and e-mails will be sent to the candidates. The selected candidate should visit the college with following documents on Admission Date. (For Merit List and admission date please refer college prospectus and website [www.sfc.ac.in/admissions](http://www.sfc.ac.in/admissions)).

### For UG

- Hardcopy of the Verified Application Form
- Candidates are required to submit original certificates & one set of Photo copy of the following documents.
  - Intermediate (10+2) Memorandum of Marks
  - Intermediate (10+2) Transfer Certificate
  - Intermediate (10+2) Bonafide Certificate / Conduct Certificate
  - Migration Certificate (ISC, CBSE and Other Board)
  - Eligibility Certificate (**for candidates other than Intermediate, CBSE & ICSE Board**)
- Salary / Income Certificate of Parents from their place of work.
- Photo Copy of the 10th class Marks Memorandum & Transfer Certificate
- Photo Copy of the Caste certificate (for S.C. /S.T.& B.C. candidates) from E-Seva
- Letter from the Parish Priest /Pastor and the Income certificate duly attested by the parish priest / pastor is a must for admission of Catholic/ Christian Students.
- Baptism certificate. (**only for Catholic & Christian students**)
- Parent and student need to be present for submission of documents on the allotted admission date.
- Admission will be finalized only after meeting the Class Mentor.
- Hardcopy of the Undertaking signed by both the Parents and the student.(2 Copies)
- For Supernumerary seats : (Original Certificates to be submitted for verification)
  - National/State level certificates of sports
  - Physically handicapped certificate from authorized Government Doctor.
  - Caste certificate from the Mandal Revenue Officer (for S.C. /S.T.& B.C. candidates)
- **Student having Foreign National Citizenship- Copy of the Passport & Student Visa to be submitted.**
- NRI - Copy of the Passport to be submitted along with the prescribed NRI Fee.
- Students must **strictly follow the College dress Code** which is **Salwar Kameez or Pants with Knee length tops.**
- **No Sleeveless, No Cold shoulders, No T-Shirts and No Tuck-ins.**

- **Students are required to wear their College identity cards at all times in the college.**

#### **For PG**

- Degree Marks Memorandum (I, II, III Years) & Consolidated Marks Memo (Original & One copy)
- Degree Transfer Certificate & Bonafide / Conduct Certificate (Original & One copy)
- Migration Certificate [Other than Osmania University] (Original & One copy)
- Photo Copy of Degree Provisional Certificate
- Photo Copy of 10th and 12th Marks memo & TC
- Equivalency Certificate (only for candidates who have obtained Degree through Distance Education)
- **Student having Foreign National Citizenship- Copy of the Passport & Student Visa to be submitted.**
- NRI - Copy of the Passport to be submitted along with the prescribed NRI Fee.
- Hardcopy of the Undertaking signed by both the Parents and the student.(2 Copies)
- Students must **strictly follow the College dress Code** which is **Salwar Kameez or Pants with Knee length tops.**
- **No Sleeveless, No Cold shoulders, No T-Shirts and No Tuck-ins.**
- **Students are required to wear their College identity cards at all times in the college.**
- The document submitted by the Student and uploaded online will be checked.
- Student will be allowed to pay the annual fees by updating the status to approve on the admission day.
- The admission process is complete once the fee is paid and status is confirmed.