



St. Francis

College for Women

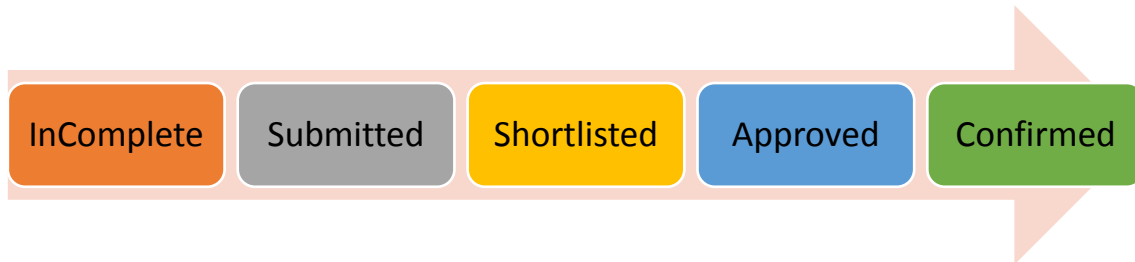
Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

GENERAL INSTRUCTIONS

Note: This admission for the academic year 2023-24 is conditional/provisional which is subject to judgment/order in W.P.Number: 17077 OF 2017 and batch pending before the Honorable High Court, Hyderabad.

Your application goes through the following stages:



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 2023 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.
Note: In case you don't receive an 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.
- The following **Scanned** documents are needed to fill up the application form
 - Passport size photograph (no selfies) with white background (240x320 pixels)
 - Marks memo
 - Birth certificate
 - Copy of aadhar card
 - Caste certificate(if applicable)
 - Participation certificates in Sports/NCC/Cultural (if any)
- While filling the Previous Academic Details refer the prospectus and admission notice on the college website.
- Candidates can apply to a maximum of four programs and set the preference accordingly.
- To complete the application process pay the application fee.
Note: Application fee is non-refundable.
- Check the status of the application in the student login and in the mail ID that is sent in your registered mail ID.
- To apply for BMS/ PGD HRM/PGD Psychology Counseling Skills student should fill a separate application form.
- Student applied for less than 4 programs and would like to apply for additional program(s) then she should do the following:
 - The candidate can login with the existing login details and click on proceed button, select the desired program under program offered and pay for the same
 - In case if the candidate is unable to login or edit she can 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. An email will be sent to provisionally selected students. It is compulsory for all selected students to comply with instructions given. Admission will be finalized only if all required documents are in order. Student and parent both are required to be present on the day of orientation as per the **Admission Notice** .

Documents to be submitted at the college office - UG

- Hardcopy of the Completed Application Form from sfcadmission portal.
- 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) Bonafied Certificate / Conduct Certificate
 - Migration Certificate (ISC, CBSE and Other Boards)
 - Equivalency Certificate (**for candidates other than TSBIE, CBSE & ICSE**)
- 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
- Photo copy of the birth certificate and Aadhar card.
- Hardcopy of the Undertaking signed by both the Parents and the student.(2 Copies)
- Salary / Income Certificate of Parents from their place of work.
- For Catholic & Christian Students :
 - Letter from the Parish Priest /Pastor is a must for admission of Catholic/ Christian Students.
 - Baptism certificate.
- For Supernumerary seats : (Original Certificates to be submitted for verification)
 - National/State level certificates of sports/NCC/ Cultural
 - 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.

Documents to be submitted at the college office - PG

- Hardcopy of the Completed Application Form from sfcadmission portal
- Original certificates & one set of Photo copy of the following documents.
 - 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)
- Hardcopy of the Undertaking signed by both the Parents and the student.(2 Copies)
- Photo copy of the birth certificate and Aadhar card.
- **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.