

## ONLINE REGISTRATION AND FORM FILL UP PROCESS FOR ADMISSION

### **IMPORTANT NOTES:**

BEFORE PROCEEDING TO ONLINE REGISTRATION AND FORM FILL UP PROCESS PLEASE ENSURE THAT YOU HAVE FOLLOWING INFORMATION/ DOCUMENTS READY WITH YOU.

1. VALID E- MAIL ID AND MOBILE NUMBER
2. CREDIT CARD/ DEBIT CARD/WALLETS/ UPI/NETBANKING FACILITY
3. PERSONAL DETAILS
4. SCANNED DIGITAL PASSPORT SIZE COLOUR PHOTOGRAPH ( Maximum 50KB)
5. SCANNED SIGNATURE (Maximum 30KB)
6. SCANNED COPY OF ORIGINAL MARKSHEET OF LAST EXAMINATION (Maximum 1000KB)

### **A) New Applicant Registration:**

Click on admission.guwahaticollege.org.in link provided in the Guwahati College Website [www.guwahaticollege.org.in](http://www.guwahaticollege.org.in)

#### **STEP 1. : REGISTRATION**

Click on New Registration Link to Register yourself. After entering necessary particulars and Password click on submit button. After that you will get an OTP (One Time Password) in your mobile. Enter the OTP and Verification Code and Click on Submit. After successful registration you will be directed to Log In Page. Please note that for multiple application form submission, an applicant need to register again with a different mobile number.

#### **STEP 2. : PAYMENT/ PURCHASE**

After logging in your Account, enter your necessary particulars and make the online payment. After successful payment link for the online application form will appear.

#### **STEP 3. : FILLING UP OF APPLICATION FORM**

- **APPLICANTS ARE REQUESTED TO SEE THE PROSPECTUS FOR FEE STRUCTURE, SUBJECT COMBINATION AND OTHER DETAILS BEFORE FILLING UP THE FORM**

Enter your personal details and academic details carefully clicking next button. Upload your scanned passport size recent colour photograph, scanned signature and scanned mark sheet in the respective locations provided in the form.

Before clicking on submit button verify the details you have entered. No correction can be made after clicking the submit button.

#### **STEP 4.: SAVING AND PRINTING THE APPLICATION FORM**

After successful completion of Step 3 save the form and take the print out.

**\*\*Candidates should bring the hard copy of the Application form to submit at the time of admission on specified date. They should also bring the other necessary particulars in original to produce at the time of Admission.**

- B) FOR ALREADY REGISTERED APPLICANTS:** Click on Log In Button, enter the Log In details to enter into your account and follow the steps.

