

## **Instructions for SYJC Admission Process :**

1. SYJC online admission process will begin from 6<sup>th</sup> June, 2025 to 8<sup>th</sup> June, 2025. Click on **<https://cimsstudentnewui.mastersofterp.in/>** to visit Student Portal
2. SYJC offline form submission in the college will be from 9<sup>th</sup> June, 2025 to 11<sup>th</sup> June, 2025 as per the schedule which will be given on website shortly.
3. Enter your Username and Password and Login into the System
4. In case you have forgotten login credentials click on Get Username and Password.
5. Enter the registered mobile number or email id that was entered during the Fyjc Admssion process only.
6. You will receive the Username and Password in SMS form on your registered mobile number or email id.
7. To start the form filling process, click on the Online Registration Option present on the left-hand side of the screen.
8. As you click on the Online Registration Option present on the left-hand side of the screen. All the Submenus will open up. Click on Personal Tab to Start Filling out the form.
9. Enter your personal details here like your first name, middle name, last name, email, gender, etc. Once you complete filling in the personal details Click on "Save and Next".
10. Upload SSC Marksheet, FYJC Marksheet, 10<sup>th</sup> Leaving Certificate and Aadhar Card in Pdf Format only (Mandatory/Compulsory). Those who have not received FYJC Marksheet will fill the admission form afterwards. (Maximum file size would be 200 kb).
11. Please verify the details you have entered by generating a preview report to ensure their accuracy. Please note that after confirmation, you won't be able to update or edit the data. Once you are certain that the entered details are true and correct, click on the "Confirm" button.
12. To download the Application Report use the "Print Application" Option.
13. After filling out the registration form, you can pay the fees by clicking on the "Payable Fees" tab.
14. To download the Application Payment Receipt use the "Print Receipt" Option
15. Documents to be submitted while offline submission are :
  - i) 10<sup>th</sup> Marksheet,
  - ii) 11<sup>th</sup> Maksheet
  - iii) Copy of 10<sup>th</sup> Leaving Certificate
  - iv) Copy of Aadhar Card
  - v) Learning Disability (LD) certificate if applicable.
16. The guideline video of admission process ppt is shared herewith.