

Instructions & Prerequisites for applying online

- Candidates must have a scanned copy / image (Format :JPG, PNG) of the following before proceeding for applying online:
 - Recent passport size photo (against light background) of candidate
 - Signature of candidate, on white background only
 - Mark-sheets of previous academic examinations (X and XI)
 - S.S.C Leaving Certificate
 - FYJC Leaving Certificate (for students other than SIES College of Comm. & Eco.)
 - Aadhar Card
 - Ration Card (only for girl student)
 - Eligibility Certificate (for other board students other than SIES College of Comm. & Eco.)
 - L.D and Handicapped Certificate
 - You will require your mobile handy for online application. Only a single mobile number can be used by a candidate for registration online
 - “.” Indicates a mandatory field
- DO NOT use the refresh or the back button on the browser (or the associated hot-keys). You may only use blue buttons provided on the page to navigate

Procedure for applying online for admission to SYJC :

1. Visit website www.siesce.edu.in and click on button “Online Admission”
2. The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers
3. All Candidates must first create an account by clicking on 'New Candidate Registration'
4. Candidates already registered in this admission system can proceed with login details
5. Fill-in basic information to create your account as student for admission for year 2017-18
6. You can create a unique Username and Password that you need to remember, every time you Log-in to the admission portal
7. Do not use an easy username & password, do not share these with others - your info on this portal is confidential & important
8. Click on 'Create Account'. You will see a pop-up confirming your registration
9. You will receive Mobile verification code on your registered mobile number and you will receive all future communication on this registered mobile number
10. You will be redirected to “Candidate Login page”. Now use your username and password to proceed further
11. After this follow instructions given on the screen
12. Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data
13. The data to be provided by the student includes relevant personal details as well as the options of subject/subject-combination desired in order of preference
14. Candidates should upload good quality scanned copy of all the required documents mentioned above to avoid rejection.
15. Candidate will have chance to edit any furnished information only till closing time of the web portal
16. Only after uploading & verifying all required information & documents, Form needs to be printed for submission in the college.
17. Candidates should submit the Printed Form along with required original Documents & photocopies to the college for verification, failing which the admission will not be confirmed.
18. For help, contact SIES College of Commerce and Economics, Slon (East) Office on working days during office hours at (022) 2407 49 44.
19. For any queries regarding online registration, mail us on onlineadmission@sies.edu.in