

GUIDELINES TO BE FOLLOWED WHILE FILLING THE APPLICATION

Please note the class timings before you start filling the application form.

- ❖ Student Name, Date of Birth Should be entered as per the Xth Marks Card only.
- ❖ A scanned copy of the recently taken passport size (19.84mm X 26.46mm or 75px X 100px) color photograph (formal attire) with white background and less than 1 MB . (mm= millimeter; Px =Pixels) in jpg/jpeg format. The photo should not be blurred or defaced. Selfies and cropped images are not acceptable. **Remember the same photograph will reflect in all our documents.**
- ❖ Mention a valid Student Email ID and Mobile Number.
- ❖ For definition of domicile please refer to document of our website (<https://sju.edu.in/sjudomicile>)
- ❖ If your religion is catholic, you need to identify as laity/priest/brother or nun. All laity are to produce the latest baptism certificate or a letter from the parish priest.
- ❖ If you indicate SC, ST, category Group I, II A, II B, III A, III B/OBC, a valid certificate should be produced at the time of interview. Follow the link to know the category of various castes in Karnataka. <http://backwardclasses.kar.nic.in/PDF/Caste/GB-Caste7.PDF>)
- ❖ If the institution that you last studied is from an urban area, indicate as Urban else non-urban.
- ❖ Please indicate your Aadhar number. If you do not have Aadhar please do apply for the same immediately.
- ❖ Mention the Disability and the Percentage of disability and produce a valid Certificate.
- ❖ Kindly follow the Address Format while entering the address

#36, Lalbagh Road
Bangalore - 560027

Before a door No: Enter # (Ex: #163)

First Letter of Each Word Should be in **CAPITAL LETTER** (Ex: Brigade Road)

- ❖ Landline Number should be 91-080-XXXXXX
 - 91 - Stands for Country Code
 - 080 - STD Code
 - 25360644 - Landline Number
- ❖ Undergraduate applicants are required to choose a second language they would like to adopt at SJU. Normally we encourage the applicant to continue with the

same second language that he/she has studied in the last qualifying examination. Students who have studied Kannada/French/German/Spanish during their high school or XI & XII are not eligible to choose Introductory Kannada/ Introductory French/Introductory Spanish and German. Those Students who would like to opt for French should have studied French in 10th/11th/12th Standard.

- ❖ Mark details should be entered carefully. The candidate is liable to lose his/her seat if any discrepancy is found between the marks entered in the application form and the Marks card. Check the boxes to indicate the core subjects. If at the time of application your qualifying exam results are not declared, you can anyway submit the application form. You will have the option to update the marks after you obtain your qualifying exam results.
- ❖ Postgraduate applicants who are from a university with an annual system may choose year wise format to enter the marks. The others may choose semester wise.
- ❖ **Postgraduate applicants will have to indicate their cognate subject while entering the marks.** If a student is applying for M.Sc. Chemistry, then the cognate subject is Chemistry in his/her B.Sc. course. There are some courses which do not have a cognate subject such as MSW. In such cases please indicate one of the best core subjects as a cognate subject. Please read the **eligibility criteria** for further information on this. It may be noted that meeting the eligibility criteria rests with the applicant.
- ❖ Application fee and application processing fee is non-refundable.
- ❖ Interview date and time will be notified by email and SMS. You are advised to check your inbox/spam folder regularly for any communication from the college authorities regarding admission. Applicants can check the status of their application in the intimation log [sju.edu.in>Applicant/Student Login>Applicant Login>Menu(left-hand side)>Intimation Log(last option)].
- ❖ Applicants who are called for the interview should ensure that all required documents are uploaded on the portal.
- ❖ Once the final interview is over, students have to pay their course fees within 7 days of clearing the interview and the mode of payment is online.
- ❖ Admission to the college is provisional until the student submits all the original marks cards, transfer certificate, migration certificate* and provisional degree certificate** to the office for verification as per the dates on the letter of undertaking. If the candidate is found ineligible as per the eligibility criteria, the admission stands cancelled and fees will not be refunded under any circumstances.

(*Migration certificate: For those applicants who have completed PUC/12th from

outside Karnataka or those students who have done their degree in a University other than St Joseph's University.

** For postgraduate students only).

- ❖ Admission for a particular course closes as and when seats get filled up. Therefore no last date of admission is announced.
- ❖ All applicants who have appeared for the qualifying examination outside India are required to get an Equivalence Certificate from Association of Indian Universities (AIU).
- ❖ The decision of the admission committee, St Joseph's University, Bengaluru will be final and binding in all matters concerning admission.

The university does not accept capitation/donations for admissions. In case such a demand is made by anyone you are requested to bring it to the notice, in writing, to the of the Vice-Chancellor or the Registrar, St Joseph's University, 36, Lalbagh Road, Bengaluru-560027, Karnataka, India.