

**KURSEONG COLLEGE  
KURSEONG**

**ONLINE ADMISSION – 2021**

**# HOW TO APPLY ONLINE**

1. Log on to the college website: [www.kurseongcollege.net](http://www.kurseongcollege.net)
2. Click on the “Online Admission 2021” link and you will be redirected to Online Application page.
3. Click on “Applicant Registration” menu on the left side of the page and register your name, email id and mobile number to get login User Id and Password in SMS at your registered mobile number and email. (Applicant should register their own mobile number)
4. Get the following documents scanned before filling in Online Application Form –
  - i) Applicant's Photograph (not more than 100kb),
  - ii) Mark sheet of 10+2 Exam (not more than 100kb),
  - iii) Caste Certificate Copy in Case of SC/ST/OBC(A)/OBC(B)/Differently Able Candidate (not more than 100kb).
5. Now click “Submit Application” menu on the left side of the page and log in using your Registered Mobile Number, User Id and Password in order to fill in the Online Application Form.
6. First you have to upload your scanned documents (see Sl.No.4)
7. After successful upload of your scanned documents, click “Next”.
8. On the page which comes next under “General Information”, you have to carefully enter all the necessary information and then click “Next”.
9. On the next page under “Academic Details”, you have to enter necessary information regarding your 10+2 examination passed – i.e. Board name, Roll, Nos., subject details and marks (Keep your 10+2 mark sheet at hand while filling in this portion).
10. On the same page, then you have to apply for your Honours and Programme course. There are two subject options for Honours along with Generic Subjects combinations (Group A and Group B. Choose any of the given subjects according to your choice.)
11. Apart from the candidates who apply only for Programme Course, the candidates who apply for Honours Course will also apply by default for Programme Course.
12. Choose your subjects strictly according to our College Prospectus for B.A./B.Sc./B.Com. Programme Courses. Any incorrect choice of subject combination will show “error” message. In such case of “error”, you have to rectify your subject combination and then click again “Next/Verify Application Data”.
13. If all your data are correctly put, the page will show “Submit Application” at the bottom.

**NOTE: CHECK DETAILS PROPERLY BEFORE PROCEEDING TO NEXT STEP**

**For any further query please contact:**

**98323 24695 / 96099 32921 / 90642 07387 / 85090 61110**