# SAU Admissions 2025

Dear Student,

Please make sure you have the following:

- 1. A valid email id for your application.
- 2. A valid mobile number.
- 3. A professional formal passport size photo.
- Only recent, passport-sized formal photos are accepted.
- The photo must be professionally taken-no casual or informal photos.
- Selfies are strictly prohibited.
- If unsure, consult a photo studio or refer to official passport photo requirements.
- 4. Adhaar Card number (if only residing within India).
- Online Payment Mode to pay the application fee: UG Programme – Rs. 500 PG Programme – Rs. 700

#### Let's start with the procedures:

**Step 1** – Visit the University website <u>https://staloysius.edu.in</u> and hover on the Admissions section, then click on "**Apply Online**".



Step 2 – Click on "Apply Online" under the Eligibility Programmes.

You can check the eligibility for a course by clicking on the "**UG/ PG Eligibility Programmes**"

You can also go through the **FAQ's** (Frequently Asked Question's) by clicking on "**FAQ's**" which is located at the right corner just before the PG Admissions 2025-26.



**Step 3** – After clicking on **"Apply Online**" scroll down and you should see Courses Offered (you can go through the different courses that are offered). Under that just click on **"Apply Now**" to prompt the Register and Login page.

С	ourses Offered	
	Apply Now	
	₹	
	BCA (Bachelor of Computer	- Introduction
	Applications)	The Bachelor of Computer Applications (BCA) program at St. Alovaius (Deemed to be University) prepares
	B.A. (Bachelor of Arts)	students for a thriving career in the rapidly evolving field of computer applications. The curriculum begins with the Fundamentals of Computers, providing a solid foundation in computer systems, hardware, and software, which is essential for all subsecurent learning.
	B.Com. (Bachelor of Commerce)	As students progress, they delve into Programming in C, a critical skill for any aspiring programmer. This subject emphasizes the principles of programming, enabling students to develop efficient algorithms and write robust code. Complementing this, the Mathematical Foundation course equips students with essential mathematical
	B.B.A. (Bachelor of Business	concepts that underpin computer science, including logic, set theory, and combinatorics.
	Administration)	The program offers the following batch options : = BCA - Boundar
	B.Sc. (Bachelor of Science)	- BCA - Morning (7:00 AM - 1:00 PM)
		+ Eligibility

		Ze Apply for UG
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Lost your painwerd?	e9 Login Prassword	
	Confirm Pangword	
		A. Renister

**Step 4** – Register yourself if in case you have not registered yet.

Enter your full name, mobile number, email and password.

john	
5648793215	:
john@gmail.com	
24230128	Ţ

After clicking "**Register**", you will receive **two OTPs (One-Time Passwords**), one sent to your email and the other as a message to your mobile. Enter both OTPs to confirm with the registration process.

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Verify Email & Phone Email OTP	
Email OTP	
Please enter 4 digit OTP email sent to john@gmail.com Inbox	C Resend
Phone OTP Please enter 4 digit OTP sent to 5648793215 Phone.	C Resend
Verify & Sign up	

**Step 5** - Once registration is complete, proceed to the Login form located at the left side to the registration form.

Enter your email or mobile number and password as given in the registration form and then click on "**Login**".

Login		
john@gmail.com		
C Remember Me		
	+) Login	
Lost your password?		

**Step 6** - After logging in, you will be directed to the application fee page.

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	Application Fee Payment		
	Name	john	
	Email	john@gmail.com	
	Phone No	5648793215	
	Registration Fee	₹ 500	
		CONFIRM PAYMENT	

Here click on **"CONIFRM PAYMENT"**. A box should appear, just enter your mobile number and click on **"Continue"**.

Admission Application			Payment Op	tions		 ×
Price Summary	Recommended		UPI QR			
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alle.		john@gm	ail.com			
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Secured by ARazorpay		6	By RuPay≱	VERIFIED by VISA	POWERD BY	

Click on the **"UPI"** under the recommended section. It will show the **"Show QR"** and UPI id options. Select any one and click on it.

Admission Application			Payment Options	 ×
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	Netbanking	8 A 4	Pay with UPI ID / Number	
			example@okhdfcbank	
			Verify and Pay	
Secured by <b>#Razorpay</b>				



Click on "Continue & Pay" to confirm the payment.

**Note**: "Please wait for the process to complete. It will take less than a minute and will redirect you to the dashboard of your application".

**Step 7** – You have now entered to the Dashboard of your Application. Here, click on **"Admissions Open 2024-25 Apply Now"** on your dashboard page to begin your application.



## Now let's start with your application

**Step 8** – In the **Personal Details** Section, fill all the details relevant to you and upload a passport size photo.

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### **Step 9** – As stated in Step 8 fill the form on the **Family Details** section.

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**Step 10** – In **Academic Details**, fill the form and marks that you have acquired. Click on the **arrow** at the end of the drop-down option. Fill all the fields in this section as it's required except for 12<sup>th</sup> as it's optional.

Admission Form					
& Personal Details	뽔Fomily Details	2 Academics Details	L Upload Documents	Preview	<b>⊗</b> Submission
SELC Marks					$\odot$
11th class Marks					$\odot$
12th class Marks (Optional)					$\odot$
<b>4</b> Previous					Next

Under **Board**, type "[**your board**]" and then select the option from the drop-down. If in case your Board is not available in the drop-down list, select "**Not Listed**" at the end of the list or type "**Not Listed**". A box will appear, type the "[**your board**]" name in that.

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Max Score	Total Score Secured		Total Percentage	
Total Score	Total Score Secured		Total Percentage	

#### The same rule follows for Institution Name:

Board		Year of Completion		
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In the **Grading System**, after choosing between marks or grade or CGPA, enter the subject name, marks (max), marks (secured) and click on "**Add**" to proceed.

	te	Grading Sy	stem	vlax Score		
Institution SI	tate	Marks	×V	Total Score		
Total Score Se	cured	Total Perce	entage			
Total Score	Secured	Total Per	centage			
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Click the 'Add	d' button to enter marks for all t	the subjects you appeared	l for.			
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Note: Click on "Add" after entering the final subject marks and then click on "Save".

**Step 11 – Upload Documents** section is where you upload the documents of the relevant marks card and other needed documents.

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Personal Documents						
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Upload Choose file						Browse
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DOCUMENT	FILE NAME		FILE SIZE	ACTION		
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Academic Documents						
Additional Documents						

Just like the previous section, click on the **arrow** at the end of the drop-down option. Select the Aadhaar Card document (if only residing within India).

A Personal Details	A Family Details	Academics Details	🗄 Upload Documents	Preview	@ Submission
Personal Documents					
Туре					/
Aadhaar Card (Option	al For Foreign Students)				
Signature					
Caste Certificate					
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Click on the **"Browse**" button at the end of the choose file and select the document from your internal storage. Then click on **"Upload**"

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**Step 12** – View your application in the **Preview** section, edit anything that has been left out by revisiting the previous sections.

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	St Aloysius (Deemed to be University)						Parsanal Details     Family Details	
APP	LICATION FORM FOR UG CO	ourse				O Documents		
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iender: male Bi	ood Group: A+	Nationality: in	dia	Mother To	ngue: malayalam	Submission		
mail ID of student: shibio@omail.com		Aadhar Numb	er: 123456789231	6				

**Step 13** – Before submitting your application read the guidelines, check the boxes and then click on the **"Submit"** button of the **Submission** section.

Read Instructions and Submit					
A Personal Details	A Family Details	Acodemics Details	1 Upload Documents	Preview	Submission
Interested in Honours Dragramma					
I have read and agree					
(Submit					
Once submitted you want be able to update form.					