

STEP BY STEP REGISTRATION GUIDE*

Online Registration

The admissions to the Elective Studentship of the College of St. John's is based on the eligibility criteria.

- i. Applicants seeking admission to the Elective Studentship courses must register on a centralized admission Web Portal.

Step By Step Process

1. To Register online, an applicant must visit the Elective sections of St. John's Admissions website **stjohnsadmissions.in** and Click on **Apply Online** to apply for the Electives Admission online.
2. The Applicants are advised to use the following internet browser.
 - Mozilla Firefox
 - Google Chrome
3. The Online Admission Application Portal of the College of St. John's is responsive (mobile/tab friendly). However, the webpage may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.
4. As a first-time user, applicant shall go to "First time Applying" to create the user account by clicking on the "**Online Admission Application**" link.

The screenshot displays two panels from the St. John's Admissions website. The left panel is for registration, titled "If you are applying for the first time, Please Fill Admission Registration Form Guidelines". It contains several input fields: a dropdown for "St. John's Bangalore", dropdowns for "-- Select Institute --" and "-- Select Course --", text boxes for "First Name", "Middle Name", and "Last Name", a text box for "Email Id", and a text box for "Mobile No - 10 digits". There is a "cauths" logo and a "Refresh" link. A blue "Register" button is at the bottom. The right panel is for login, titled "Once Successfully Registered Please Login with registered Email Id and password you've received on your Email ID/Mobile No to fill online Application form.". It has text boxes for "Username" and "Password", a checkbox for "Remember me on this computer", a blue "Login" button, and a "Forgot password?" link.

5. Under the page, all fields are mandatory and indicated by a red asterisk (*) adjacent to the name of the field.
5. Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
6. Applicant shall enter the applicant's name as mentioned in class X / XII Board. For example, if your name is Raj Kumar Gupta, enter Raj as your first name, Kumar as your middle name and Gupta as your surname. If you do not have a middle name, leave the text box blank.
7. Enter your existing email-id which will be your henceforth login-id and will be used for the admission purposes.

8. After entering all the details, enter the “Captcha” in the text box (which is case sensitive).
9. Applicant must ensure that all the details entered are correct. Before submitting the details, applicant must confirm that the details entered are correct. Finally click the “Register” button to create a new user account.
10. After registration, the applicant will receive the password on their registered email address which he/she can use in future for download the application form, relevant documents and any important announcements from college. However, even if you do not receive an email message, your user account is still functional.
11. After register, the applicant will be redirect to the main admission application form and the applicant can start the online registration process.
16. In case the applicant has forgotten the password or wish to reset it, the applicant can do so by clicking “Reset Password” button. The applicant will get password reset link on registered email id which he can use to reset a new password.
17. The entire registration form is divided into seven tabs (sections/pages) and applicant needs to enter details in each of the sections.

- ➔ Guidelines
- ➔ Personal Information
- ➔ Emergency Contact Detail
- ➔ Students Elective Detail
- ➔ Eligibility Detail
- ➔ Department / shift Preference
- ➔ Document Detail

18. In the first section/screen, the applicant will have the guidelines about how to fill online admission application form. The applicants must read the Guidelines carefully. To start the application form, the applicant has to click on “Save & Next”.

APPLICATION FORM

Institute Name- St John's Medical College, Application for Course- ELECTIVE STUDENTSHIP

1. GuideLines
2. Personal Information
3. Emergency Contact Details
4. Student Elective Details
5. Eligibility Details
6. Department/ Shift Preferences
7. Document Detail

Steps: » Following information is required:
(1) Personal info.
(2) Education details.
(3) Entrance exam details.
(4) Scanned copy of all mark-sheets.
(5) Scanned copy of other documents.
(6) Payment Details for Admission form

Step: 1 » Personal Information
Date of birth, Mobile No, Address, Caste, Category Details , Scanned Photo(Must be less than 40 kb,format-.jpg/.jpeg).

Step: 2 » Education details starting Xth, XIIth / Diploma, Graduation (if applicable)
Carefully select between options of Percent System or Grade System
Year of Passing of each degree should be carefully specified
Board of Examination decides the normalization factor, so specify correctly

Step: 3 » Entrance Exam Details
Select entrance exam in which you have appeared
Enter Application Id
Roll No / Sr. No
Enter Grade / Percentage / Percentile / score / Rank correctly

Step: 4 & 5 » Upload Scanned Documents
All marksheets and certificates
Category / caste document, migration, domicile certificate etc.

Step: 6 » Payment details for admission form
You can pay application form fee by three modes.
(a) Online- By Credit/ Debit card or by Net Banking.
(a) Demand Draft
(b) Cash (At college cash counter). Online application form have to be submitted immediately or maximum within 3 Days of payment of CASH.
(c) NEFT

Incase of any query regarding online Admission Application form, feel free to contact Admission Dept. : 080 4946 6029, 080 4946 6031 OR mail your query to : admission2018@stjohns.in

Previous Save & Next

19. In the Second section/screen, the applicant needs to fill the “Personal Details” (as in the applicant’s marksheets/certificates).

- ➔ The applicant needs to choose the Gender carefully.
- ➔ Passport size photograph of the applicant. The size of the photo should be 340KB (Ideal Dimension (150px * 200px).
- ➔ Scanned signature of the applicant (If available).
- ➔ The applicant shall enter the Date of Birth as it appears on the applicant’s class X certificate.
- ➔ The applicant shall select the Elective Duration (Eg. 1 Month, 1 to 2 Month from the drop-down menu.
- ➔ Enter the Correspondence Address so that communication sent by the College regarding admission process reaches you in time. The college shall not be responsible for any loss, damage or consequences for wrong delivery by the post office. Update your Correspondence Address online in case of any change. Tick the checkbox if the Permanent Address is same as the Correspondence Address.

➔ Once the applicant clicks the “Save and Next” button, details are saved. At the end of each page, there are two buttons, namely Previous and Save & Next. If an applicant wishes to edit the previous information, then click on the “Previous” Tab and can change the earlier submitted information. In case the applicant is satisfied with the information entered, click on the “Save & Next” tab to move to next tab.

➔ The system will not allow to move to next tab until all mandatory fields are entered by the Application.

The screenshot displays an application form titled "APPLICATION FORM" for St John's Medical College, specifically for an "ELECTIVE STUDENTSHIP". The form is divided into seven sections: 1. Guidelines, 2. Personal Information (currently active), 3. Emergency Contact Details, 4. Student Elective Details, 5. Eligibility Details, 6. Department/ Shift Preferences, and 7. Document Detail. The "Personal Information" section includes fields for Full Name (with letters D, H, and C entered), Name as on Passport, Email (dha@gmail.com), Blood group (a dropdown menu), Date of Birth, Age, Upload Your Signature Here (with a button and instructions: "Signature image should be 10-20 KB (Ideal dimensions 170px * 90px)"), Gender (radio buttons for Male, Female, Transgender), and Mother Tongue (a dropdown menu). A profile picture upload area is also present with a button labeled "Upload Image" and instructions: "Upload profile picture compulsory. Size less than 340kb(format:jpg, jpeg, png, bmp) (Ideal dimensions 150px * 200px)".

20. In the third section/screen, the applicant needs to fill the “Emergency Contact Detail and Legal Guardian Details”. They are advised to enter all the details though all fields are not mandatory. The applicant must fill The Name, Contact number and the Address or emergency contact detail / Legal Guardians in this tab.

The screenshot shows the 'APPLICATION FORM' interface for 'St John's Medical College, Application for Course- ELECTIVE STUDENTSHIP'. A sidebar on the left contains seven menu items: 1. GuideLines, 2. Personal Information, 3. Emergency Contact Details (highlighted with a red box), 4. Student Elective Details, 5. Eligibility Details, 6. Department/ Shift Preferences, and 7. Document Detail. The main content area is titled 'Emergency Details' and contains two sections: 'Emergency Details' and 'Local Emergency Details'. Each section has three input fields: 'Name :*', 'Email :*', and 'Contact Number :*'. The 'Local Emergency Details' section also includes a 'Name :' field without an asterisk.

21. In the fourth section/page, the applicant needs to enter the “Elective Details”. The applicant need to mention the planned duration of electives along with the requirement of on campus accommodation. The applicant must provide the valid email address of the current / last institute which will be used for the verification of the applicants profile.

The screenshot shows the 'APPLICATION FORM' interface for 'St John's Medical College, Application for Course- ELECTIVE STUDENTSHIP'. The sidebar on the left has seven menu items, with '4. Student Elective Details' highlighted by a red box. The main content area is titled 'Elective Details' and contains several input fields and sections: 'Institute Name Currently Studying :*', 'Mailing Address of the Institute :*', 'Fax Contact with Code :', 'Planned Duration of Elective Posting at ST John's :* Please Enter in Days Only', 'Speciality,if Postgraduate Student :*', 'Accommodations :', 'Will You Require On-Campus Accommodation ? *' (with radio buttons for Yes and No), 'Assessments :', 'Does your University/Institute need a Formal Assessment for Your Elective ? *' (with radio buttons for Yes and No), and 'Does your University/Institute have Their Own Elective Assessment Format? *' (with radio buttons for Yes and No).

22. In the fifth section/page, the applicant needs to enter the “Academic Details” (as in the Applicant’s Certificates). Choose the eligibility (Graduation) from the selection and enter roll number as it appears on the admit card. Select the year of passing the qualifying exam from the drop-down menu and the result status. In case the result is not announced, choose the “Perusing” option from the drop-down menu. Update the status of result as soon as it is declared, before the last date of registration. On clicking “Save” button a preview will be generated. The applicant can move to the next section/page by clicking on “Save & Next” button.

APPLICATION FORM

Institute Name- St John's Medical College, Application for Course- ELECTIVE STUDENTSHIP

1. GuideLines
2. Personal Information
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5. Eligibility Details
6. Department/ Shift Preferences
7. Document Detail

Select Eligibility : *

University * :

Name of College/ Institution * :

Stream * :

Degree Name * :

Degree Type :

Qualifying Status * : Completed Pursuing

Duration of Program (years) * :

Admission Year * :

Year of Completion * :

Note:

Marking System * : Percent System Pointer / Credit System

Marks Obtained : Total Marks :

Percentage : Grade :

23. In the Sixth section/page (For department selection only), the applicant can select the multiple department with the Priorities for postings. Select the department name and set the priority.

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- 6. Department/ Shift Preferences**
- 7. Document Detail

Sr. No.	Branch Name	Course Code	Shift Type	Priority
<input type="checkbox"/>	1 SJMC - ANATOMY - ANATOMY	Anatomy	General Shift	<input type="text"/>
<input type="checkbox"/>	2 SJMC - PHYSIOLOGY - PHYSIOLOGY	Physiology	General Shift	<input type="text"/>
<input type="checkbox"/>	3 SJMC - FORENSIC MEDICINE - FORENSIC MEDICINE	Forensic Medicine	General Shift	<input type="text"/>

24. In the seventh section/page applicant need to upload the relevant document. The document name with the red star * is mandatory. Please keep ready all the required documents before starting the online admission applications process. Kindly make sure that all the required documents have been uploaded.

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- 7. Document Detail**

Sr no.	Document name	Description	Attached document	Attachment
1	Annexure 1*	Annexure 1 : MCI Application Form for doing Elective Training in India by Foreign Students	<input checked="" type="checkbox"/>	<input type="button" value="Upload Document"/> <p>* Allowed File Size = 2MB.</p>
2	Annexure 2*	Annexure 2: Application Form for Elective Posting at St John's Medical College Hospital	<input checked="" type="checkbox"/>	<input type="button" value="Upload Document"/> <p>* Allowed File Size = 2MB.</p>
3	Recommendation Letter*	A letter of Recommendation from the Dean of the University or Institution where you are currently studying	<input checked="" type="checkbox"/>	<input type="button" value="Upload Document"/> <p>* Allowed File Size = 2MB.</p>
4	Reference Letter*	Reference Letter from a senior member of your Faculty stating your work and interests	<input checked="" type="checkbox"/>	<input type="button" value="Upload Document"/> <p>* Allowed File Size = 2MB.</p>
5	Copy of Passport*	Copy of Passport showing personal details including name, date of birth, sex, photograph and address	<input checked="" type="checkbox"/>	<input type="button" value="Upload Document"/> <p>* Allowed File Size = 2MB.</p>

25. pNow the applicant can proceed for the application submission. Please note that after the confirm application and final submission, the applicant will not able to update any information.
26. After the final submission, the applicant can able to download the Application form filled bay him / her with the unique application no. which he / she can use for future reference.
27. The Applicants may also send general and technical queries related to online registration and admission process at elective.students@stjohns.in and can call on the helpline numbers mentioned in the Guidelines.