STEP BY STEP REGISTRATION GUIDE*

Online Registration

Admission to various courses at St. John's Medical College are based on either merit or entrance or the personal interview.

i.   Applicants seeking admission to any of the courses must register on a centralized admission Web Portal.

Step by Step Process-

1. To Register online, an applicant must visit the St John's website-
    www.stjohns.in or www.stjohnsadmission.in
    The Applicants are advised to use the following internet browser.
    - Mozilla Firefox
    - Google Chrome

2. The Online Admission Application Portal of St. John's Medical College is user- friendly (Mobile/ Tab/ Laptop). However, the webpages may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.

3. 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.

4. 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 the 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 purpose.

8. Applicant shall also provide a valid mobile phone number (10-digit number without any prefix, i.e. 0 or +91).

9. After entering all the details, enter the "Captcha" in the text box. (Captcha is case sensitive)

10. Applicant must ensure that all the details entered are correct. Before submitting the details, applicant must confirm that the details entered are correct. Then click on the "Register" button to create a new user account.

11. After successful registration, the applicant will receive the login credentials (username and password) on their registered mobile number, as well as registered email id for future use (downloading hall tickets, receive important announcements from college. etc.). However, your current session will be active for you to fill the application form. Even if you don't receive your login credentials, your account will remain active until logout.

12. After registration, the applicant will be redirected 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 OTP on registered mobile number which he/ she can use to reset to a new password.

17. The registration form is divided into multiple tabs (sections/pages) and applicant needs to enter details in each section.

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 must click on **"Save & Next"**.

APPLICATION FORM

Application for Course- M.Sc. Nursing

1. GuideLines
2. Personal Information
3. Parent Detail
4. Eligibility Details
5. Other Details
6. Entrance Exam Detail
7. Department/ Shift Preferences
8. Work Experience
9. Payment details

Steps: » Following information is required to fill up the online application form :
(1) Personal information.
(2) Education details of qualifying exams.
(3) Scanned copy of all mark-sheets of qualifying exams.
(4) Scanned copy of other relevant documents.
(5) Payment Details for Admission form
Step: 1 » Personal Information
Date of birth, Mobile No, Address, Caste, Category Details , Scanned Photo(Must be less than 340 kb,format-.jpg/.jpeg).
Step: 2 » Education details of Basic B. Sc/Post Basic B.Sc. Nursing
Year of Passing of Basic B. Sc/Post Basic B.Sc. Nursing should be carefully specified
Step: 3 » Upload Scanned Documents
All marks Sheets and certificates and other documents mentioned in the Document list.
Step: 4 » Payment details for admission form
Application form fee can ONLY be paid Online - By Credit / Debit card or by Net Banking.

To start the Application, Scroll down and click on Save & Next :-

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

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. In case of a transgender, enter the choice as "Transgender".

➔ 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 class X certificate.

➔ The applicant may enter the Aadhaar Card Number, if available.

➔ The applicant shall select the Category (Catholic, Other Christian Denomination or Other Religion (Non- Christian)) and must select the "SC/ST/OBC/General from the drop-down menu.

➔ Enter the Correspondence Address so that communication sent by the University regarding admission process reaches you in time. The university 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 the next tab until all mandatory fields are entered.

20. In the third section/screen, the applicant needs to fill the "Parents / Legal Guardian Details". They are advised to enter all the details though all fields are not mandatory. The applicant can either choose either Parent's detail or can choose the Legal Guardian's detail to enter. The applicant must fill the Name, Contact Number and the Address under the Parents / Legal Guardians in this tab.

21. In the fourth section/page, the applicant needs to enter the "Academic Details" (as in the Applicant's Certificates). Choose the eligibility (XII / Diploma / 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 "Pursuing" 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.

22. In the Seventh section/page (For multiple course selection only), the applicant can select the multiple courses with the Priorities. Select the course name and set the priority.

23. In the ninth section/page applicant can preview the complete application. Kindly make sure that all fields have been entered correctly.

Payment Mode: *	⊙Online Payment
	Make payment

[Previous] [Finish]

24. Now the applicant can proceed for the online registration payment. Applicant's online registration process shall be completed only after payment of the application fee.

25. The Applicant must make online payment online only (Debit/Credit Card, UPI or Net banking)

26. After the payment, the fee receipt can be downloaded/printed.

27. After the fee receipt is generated, click on 'GO TO PROFILE', click the declaration checkbox before final submission of application form.

28. Once the application form is submitted, the application number will be generated. Please note down this application number for future reference.

29. After payment and final submission, the applicant will not be able to update any information in the application form.

30. The Applicants may also send general and technical queries related to online registration and admission process at **sjmc.admission@stjohns.in** and can call on the helpline numbers mentionedin the Guidelines.