Postgraduate admission for batch 2024-25

Last date for online admission is **04/10/2024** . After the due date of admission, no one will be allowed to take admission. The seats will be allotted to others.

STEPS FOR ONLINE ADMISSION AFTER SELECTION IN ST XAVIER'S COLLEGE, RANCHI

Step 1	**Note: Only selected candidate in respective course can fill the admission form** Register to St Xavier's College, Online Admission Portal from given link. https://onlineforms.sxcran.org/OnlineApp/Accounts/NewRegistrationNep Selected candidate validate himself using their chancellor portal Form No.
Step 2	Fill Personal Details.
Step 3	Fill Education Details, and upload 10th and 12th Exam Marksheet.
Step 4	Select course in which you are selected and fill your 12th Board Marks Details.
Step 5	You will be re-directed to the form fee payment section, just click on save button, Form fee will be automatically skipped by system.
Step 6	Print your application Form and wait for updating your portal. (Waiting period 2-3 hrs.). Selection Information Sent on Your Registered Email-Id.
Step 7	After Selection, Login to St Xavier's college Online Admission Portal. Click on Process Next Button for taking online admission.
Step 8	Scan and upload the required documents. The following documents will be required at the time of admission. 1. Passing certificate of class 10th, containing Name, Father's name and Date of Birth. 2. School/College leaving certificate and Migration certificate. 3. Character certificate. 4. Mark sheet 10th and 12th . 5. Admit card. 12th Board. 6. Income certificate for ST/SC/BC-I/BC-II. 7. Caste certificate for ST/SC/BC-I/BC-II. 8. Aadhaar card. Scan from the original documents. Merge all scanned documents and make single **PDF file (size not exceeding 5MB)**

Step 9	The uploaded documents will be verified by the Institute (this may take one or two days)
	After successful verification of documents, a link will be generated for payment in the admission portal. Payment can be done through Net banking/Debit/Credit card.
	Course wise fee (amount) will be displayed on the portal. Full amount to be paid in one installment.
	Failed payment complaints can be sent by email at helpdesk@sxcran.org
Step 10	After the successful payment, take a print out of Admission Acknowledgement Receipt. Without Admission Acknowledgement Receipt admission process will not be complete.
Step 11	Physical verification of the uploaded documents will be executed later. Information for that will be provided in the college website.

Note: The entire admission process will be done through the official college website.

Beware of fraud and fake calls and emails regarding admission.