St Xavier's College, Ranchi
(An Autonomous College of Ranchi University Ranchi)
Undergraduate Admission for batch 2025-26
NEP FYUGP & CBCS
Admission Process & Selection List

Last date for online admission is **30/06/2025.** 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	Those candidates who are provisionally selected have to first register themselves to St. Xavier's college online admission portal from the given link. (Ignore if already registered) https://onlineforms.sxcran.org/OnlineApp/Accounts/NewRegistrationNep **Instruction for Registration / Login** 1. Validate yourself using chancellor portal Form no. 2. Use same Email Id and Mobile no previously used in chancellor portal. 3. Those who are already registered into admission portal can directly visit the given link for further admission process. https://onlineforms.sxcran.org/OnlineApp/Accounts/Login
Step 2	Fill Personal Details.
Step 3	Fill Academic 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	Print your application form and wait for the intimation in on your registered Email-Id.
Step 6	After receiving intimation, Login to St Xavier's college Online Admission Portal. Click **Next** to proceed further.
Step 7	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. 9. Chancellor Portal Application Form (**Mandatory**) If you don't have relevant documents submit An Undertaking for missing documents. Undertaking Performa attached with this selection list All documents must be scan from the original document. Merge all scanned documents and convert into one single **PDF file (size not exceeding 5MB**).

Step 8	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 can be sent by email at helpdesk@sxcran.org
Step 9	After the successful payment, take a print out of Admission Acknowledgement Receipt. (If receipt is not generated wait for the next working day)
Step 10	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 admission portal. *https://onlineforms.sxcran.org/*
Beware of fraud and fake calls and emails regarding admission.

24/6/25

PRINCIPAL

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ST. XAVIER'S COLLEGE
RANCHI

St Xavier's College, Ranchi
(An Autonomous College of Ranchi University Ranchi)
UNDERTAKING
UG/PG

Fill this Undertaking Form and Upload along with other's available documents

Student Name ➔ _____

Programe Name ➔ _____

Session ➔ _____

Form No ➔_____

Father's Name ➔_____

Date of Birth ➔_____

Date ➔_____

Respected Fr. Principal

I am unable to submit following documents.

1._____

2._____

3._____

4._____

5._____

I will submit these documents before physical verification (organized by St. Xavier's College, Ranchi), otherwise my admission may be canceled.

Candidate Signature   **Parents/Guardian Signature**