

**INSTRUCTION FOR SUBMISSION OF ONLINE APPLICATION FORM TO THE CANDIDATES
ALLOTTED BY WBJECA BOARD FOR ADMISSION IN THE UNIVERSITY OF CALCUTTA IN THE
2 YEAR MCA COURSES**

1. Allotted students those who interested to get admission, after verification will be provided link for submission of online application of CU. They should enrolled first and filled up the application form through link provided to them on online mode at www.caluniv.ac.in/ / www.caluniv-ucsta.net
2. To submit online application softcopy of recent Passport size (3.5cm x 3.5 cm.) colour photo (in .jpg / .jpeg format less than 20 kb size).
3. To submit online application need scan copy of signature of the candidate (in jpg/ jpeg format less than 20kb size).
4. E-mail Id should be less than 30 characters. (Password should contain at least one capital letter, one numerical, one small letter and one special character).
5. Scan copy of all mark sheets from standard 10th onwards within max size 200kb in .jpg/.jpeg format each.
6. Scan copy of age proof within max size 200kb in .jpg/.jpeg format.
7. Scan copy of VALID SC/ST/OBC/EWS certificate (if applicable) within max size 200kb in .jpg/.jpeg format.
8. Scan copy of domicile certificate (if applicable) within max size 200kb in .jpg/.jpeg format.
9. Scan copy of WBJECA Rank Card within max size 200kb in .jpg/.jpeg format.
10. Scan copy of WBJECA allotment letter within max size 200kb in .jpg/.jpeg format.
11. Create APAAR Id / ABC Id (Please see the instruction how to create APAAR Id / ABC Id).
12. After successful submission of Application Form, download & take a printout of the duly filled in application.
13. Download the Format of Medical Certificate from the admission portal and get a medical certificate in the prescribed format from Medical Practitioner and scan copy of duly filled in Medical Certificate within max size 200kb in .jpg/.jpeg format.
14. Download the Anti Ragging Format from the admission portal and submit the same after signed by the Guardian and the candidate itself before admission and scan copy of duly filled in Anti Ragging Format within max size 200kb in .jpg/.jpeg format. The same to be printed on court paper followed by affidavit by Public Notary and to be submitted in the admission office before commencement of class.
15. Sign all pages of application form as well as all documents.
16. Candidates have to submit application form along with the documents mentioned above at the UNIVERSITY OF CALCUTTA, Technology Campus, JD-2, Sector -III, Salt Lake City, Pin-700106.
17. Payment link for payment of residual amount will be provided to the candidate after verification of CU online application.
18. After successful payment of residual amount roll no. will be provided to the candidate.

Scan copy of all uploaded documents must be readable

If it is found that any information given by the candidate is not in conformity with the original documents, the admission will be treated as cancelled.

For any problem Contact Help Desk:

7890712434 / 7890628809 / 9062356574 / 8274991985 / 9088729751

(Monday to Saturday 10:30 AM to 5:30 PM)

Email: cuadmissionmca@gmail.com