

# INSTRUCTIONS TO FILL UG APPLICATIONS

(Before applying online, candidates are advised to read the instructions carefully.)

The candidate must fill out three different forms.

1. **Online Payment.**
2. **Registration Details.**
3. **Application Details.**
4. **Personal Detail Form.**
5. **Academic Detail Form (11<sup>th</sup> & 12<sup>th</sup> mark details).**

## Online Payment

- First, click on the link (Click here) to pay the application fee.

**INSTRUCTIONS - UG APPLICATION (2025-2026)**


**Instructions for How to apply [Click Here](#)**


**Applying through Online**

1. First Click on the link (Click here ) to pay the application fee
2. After the Successful payment, go to apply page and enter the trasaction ID
3. Selected the required course, submit and wait for 24 hours after submission
4. Login to the link below and enter the personal and academic details. (Click here)

விண்ணப்பக் கட்டணத்தைச் செலுத்த முதலில் இணைப்பைக் கிளிக் செய்யவும், (Click here ), வெற்றிகரமாக பணம் செலுத்திய பிறகு உங்களுக்கு ஒரு பரிவர்த்தனை ஐடி (ID) கிடைக்கும், பின்னர் விண்ணப்பிக்கும் பக்கத்திற்குச் சென்று பரிவர்த்தனை ஐடியை (ID) உள்ளிட்டு தேவையான பாடத்திட்டத்தைத் தேர்ந்தெடுத்து சமர்ப்பிக்கவும். சமர்ப்பித்த பிறகு 24 மணி நேரம் காத்திருக்கவும், பின்னர் கீழே உள்ள இணைப்பை நீங்கள் உள்நுழைந்து, உங்கள் தனிப்பட்ட மற்றும் கல்வி விவரங்களை உள்ளிடுவீர்கள். தனிப்பட்ட மற்றும் கல்வி விவரங்களுக்கு இங்கே சொடுக்கவும்

\* This will redirect you to the bank payment page. Once there, select your preferred payment type.

 Indian Overseas Bank

 Pay

Select Category EDUCATIONAL INSTITUTION ▾

Select Merchant JAYAGOVIND HARIGOPAL AGARWAL AGARSEN COLLEGE, C ▾

Select payment --select-- ▾

--select--

APPLICATION FEES

TUITION FEES

⇒ Home

⇒ Payment History

⇒ Help Desk -  
eseeadmin[at]jobnet[dot]co[dot]in

⇒ Help Desk - 044 2437 1120

- Proceed to the next page and enter your details.

Pay

agarsen college

**JAYAGOVIND HARIGOPAL AGARWAL AGARSEN COLLEGE, CHENNAI**

Institution Name: JAYAGOVIND HARIGOPAL AGARWAL AGARSEN COLLEGE, CHENNAI

Payment Type: APPLICATION FEES

STUDENT DETAILS

Student Name \*

Father Name \*

Address \*

Total Marks +2

Course: BA (Defence and Strategic Studies)

Admission for: UG (App.Fees + Stationery & Sundry Expense)-Rs.200

FEE DETAILS

Amount \* 200

OTHER DETAILS (Needed for Re-printing Receipt)

Contact No \*

Email Id \*

Date of Birth/Incorporation \*

Enter the text as shown in image \*

Submit Reset

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Home  
Payment History  
Help Desk - eeseeadmin[at]iobnet[dot]co[dot]in  
Help Desk - 044 2437 1120

- After a successful payment, please note the **transaction ID** for future reference. it returns to the instruction page and clicks the Next button; the registration page will then be opened.

1. Enter the applicant name as follows. [First Name and Last Name followed by Initial (eg: Karthik Raja.K )].
2. Check the eligibility criteria before applying for the courses. [Click Here](#)
3. Enter the marks accurately as it is in the XII Mark sheet
4. Ensure all details are correct.
5. Incomplete application will be rejected.
6. Candidates from Other States and all CBSE board should submit MIGRATION CERTIFICATE during admission.
7. Further communication regarding admission will be sent to your registered email id or SMS (Please check your spam folder too).
8. Provide only the contact information(mobile no/email id) of the applicant.
9. Clearly enter your EMIS id (contact your school for EMIS id).
10. Use student email ID to apply. Marks has to be updated after the publication of the results by using the link provided <https://erp.agarsencollege.com/admission/editapplication>

NEXT

## Registration Details

Candidates are asked to fill in the following Details carefully in the **Registration Details Form**

- ✓ Board Type
- ✓ XII Group code
- ✓ Personal Email ID
- ✓ Date of Birth and enter the verification code

\*After clicking on the required fields, please click on the 'I Agree' button to proceed to the applicant details section.

*Note: Only courses related to the selected XII Group Code will be displayed in the Registration Details section.*

**REGISTRATION DETAILS**

Board Type : \*

XII Group Code : \*

Email id : \*

Date of Birth : \*

**20045**

Enter the code above here :

Can't read the image? click [here](#) to refresh

## Application Details

Upon logging in, the Application Details Form will be displayed.

- Fill in all relevant details in capital letters and use a tick (✓).
- Enter the provided verification code and click 'I Agree'.
- After clicking the 'I Agree' button, wait **24 hours** after submission for further processing.

*Note: Use the Transaction ID received after payment.*

**APPLICATION DETAILS**

Student Name : \*   
(Name as in 10th Marksheet) Gender : \*

Mobile Number : \*  Student Whatsapp Number : \*

Transaction ID : \*

**UG Courses**

B.C.A (Rs.200)  B.B.A (Rs.200)

B.Sc. (Computer Science) (Rs.200)  B.Sc. (Criminology & Criminal Justice Science) (Rs.200)

B.Sc. (Data Science) (Rs.200)

**78855**

Enter the code above here :

Can't read the image? click [here](#) to refresh

- After 24 hours, open your admission homepage, click on <https://erp.agarsencollege.com/admission/> to access the login page.
- Enter your registered email ID and password, then fill in the 'Personal Details' and 'Academic Details' sections

UPDATE / EDIT YOUR UG APPLICATION - **ACADEMIC / PERSONAL / MARK** DETAILS  
DOWNLOAD

Update Your UG Application **Academic/Personal/Mark** Details & Download

[Click Here](#)

## Login page

● ● ● ● ● ●

Programme Application login

Enter emailid

dd/mm/yyyy

Show Password

Date of birth (dd/mm/yyyy) format

**15708**

**Enter the code above here :**

Can't read the image? [click here](#) to refresh

[Login](#)

## Personal Details Form

- Please enter your personal details carefully. You must complete this section before proceeding to the academic details section. If you attempt to access the academic details section without completing your personal details, you will be prompted to do so first

☰
CMHAN M ▾

☰ Add/Edit Application ▾

☑ Personal Details

☑ Update 11th & 12th Mark Details

☐ Print Application

### PERSONAL INFORMATION

Name of the Applicant(As in XII Mark Sheet) :	CMHAN M	DOB :	01/01/2007
Age :	18	Email id :	test54321@gmail.com
Gender :	Male	Mobile :	7894562336
Whatsapp Number :	7897545445	Blood Group :	<input type="text" value="select"/>
Nationality : *	<input type="text" value="select"/>	Religion : *	<input type="text" value="select"/>
Community : *	<input type="text" value="select"/>	Sub Caste :	<input type="text" value="caste"/>
Mother Tongue : *	<input type="text" value="select"/>	Whether First Generation Learner : *	<input type="text" value="select"/>
Physical Condition: *	<input type="text" value="select"/>	Community Certificate Number :	<input type="text"/>
EMIS:	<input type="text"/>	Aadhar No. : *	<input type="text"/>
Upload Photo:	<input type="button" value="Choose File"/> No file chosen	Current Photo:	No photo uploaded.

(Where can i find my EMIS No.?)

Only Passport Size Photo(png,jpg,jpeg) (10kb - 50kb , 3.5cm - 4.5cm)

Upload your passport-size photograph in PNG/JPG/JPEG format with the following dimensions.

3.5cm - 4.5cm (File Size 10kb - 50kb)

(Selfie photos are not permitted, and the background of the photo must be white.)

Reference Thro: \*

Friends  
 Advertisement  
 Relatives  
 SMS

Old Student  
 School  
 Current Students  
 Others

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**Bank Account Details for Student**

SB A/c No. :	<input type="text"/>	Bank Name	<input type="text"/>
Branch	<input type="text"/>	IFSC Code	<input type="text"/>

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**Details of Parent/Guardian**

Parent/Guardian Name	Relation	Occupation	Address of Work	Education	Mobile Number	Email ID	Annual Income

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**Address for Communications**

**Residence Address**

Address: *	<input type="text"/>	Mobile No.: *	<input type="text"/>
E-Mail ID: *	<input type="text"/>	<input type="checkbox"/> Same as Residence Address	

**Temporary Address**

Address:	<input type="text"/>	Mobile No.:	<input type="text"/>
E-Mail ID:	<input type="text"/>		

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**Details of School Last Studied (XII Std)**

Name of the School Studied : *	<input type="text"/>	Address *	<input type="text"/>
Medium of Instruction *	<input type="text" value="select"/>		

Extra Curricular Activites Participated at School Level:

Sports: \*

Are you interested join Extra Curricular Activites Participated at college:

Do you require Transport Facility:  
[\[1.Redhills-Puzhal-Vadagarai-College&Back](#)  
[2.Rettery-Perambur-Moolakadai-College&Back](#)  
[3.Manali-Mathur-Milk Colony-College&Back\]](#) \*

If yes,are you ready to pay the transportation charges:  
[\[Transport fees - Contact the admissions office during the time admissions\]](#) \*: \*

**Kind Attention of the student / Parents:**

- The candidate has to deposit all the ORIGINAL CERTIFICATES to the college and it will not be returned till the completion of the course. He/She is advised to take sufficient number of PHOTO COPIES of all the Certificates before submitting the same to the college.
- A Student once enrolled for a course is expected to complete the same. If a student wishes to leave the college at any time before the completion of the course, he/she will have to pay the FULL FEES for the THREE YEARS in the case of UG / TWO YEARS in the case of PG, which is COMPULSORY. EXEMPTION WILL NOT BE GIVEN UNDER ANY REASON / CIRCUMSTANCES.

**The informations submitted above are fully correct.**

- It is hereby declared that the particulars furnished above are correct.
- I have gone through the prospectus and agree to abide by Rules and Regulations of the College.
- If there is any violation of the college rules, you are liable for any loss / damage to the college.
- Any discrepancy happens between ward (or) parents and college, the jurisdiction of Chennai High Court Only - Finalised the matter.

65893

Enter the code above here :

Can't read the image? [click here](#) to refresh

2025 Vcare Communications Pvt Ltd.

After filling in your personal details, check the agreement box and click the ‘Next’ button to proceed to the Academic Details Form.

### Academic Detail Form:

- Enter your academic details ( 11<sup>th</sup> & 12<sup>th</sup> mark details) carefully.

**Class XI**

Qualifying Exam(Board) : \*  Reg.No \*

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**Class XII**

Qualifying Exam(Board) : \*  Reg.No \*

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**Update 11th & 12th Mark Details**

Subject	XI Marks	XI Total Marks	Year of Passing (MM/YYYY) (XI Std)	XI No.of Attempts	XII Marks	XII Total Marks	Year of Passing (MM/YYYY) (XII Std)	XII No.of Attempts
ENGLISH		100	MM/YYYY			100	MM/YYYY	
<input type="text" value="select"/>		100	MM/YYYY			100	MM/YYYY	
<input type="text" value="select"/>		100	MM/YYYY			100	MM/YYYY	
<input type="text" value="select"/>		100	MM/YYYY			100	MM/YYYY	
<input type="text" value="select"/>		100	MM/YYYY			100	MM/YYYY	
<input type="text" value="select"/>		100	MM/YYYY			100	MM/YYYY	
<b>Cut off Total : 0</b>		<b>XI Cut of(%) : 0.00</b>	<b>Board Total : 0</b>	<b>XI Board(%) : 0.00</b>				
<b>Cut off Total : 0</b>		<b>XII Cut of(%) : 0.00</b>	<b>Board Total : 0</b>	<b>XII Board(%) : 0.00</b>				

**Kind Attention of the student / Parents:**

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3. If there is any violation of the college rules, you are liable for any loss / damage to the college.
4. Any discrepancy happens between ward (or) parents and college, the jurisdiction of Chennai High Court Only - Finalised the matter.

**27875**

Enter the code above here :

Can't read the image? [click here to refresh](#)

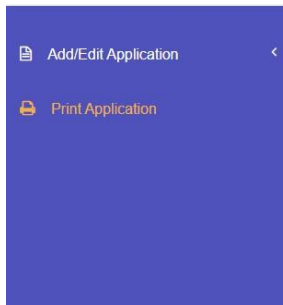
**SUBMIT**

2025 Vcare Communications Pvt Ltd.

- Ensure that all information provided is accurate, then click the 'SUBMIT' button.

After submitting your application, you will be redirected to the [Print Application](#) Download page, where you can download your application for your records

**Note:**



Jayagovind Harigopal Agarwal Agarsen College			
S.no	Application No	Applied Programmes	Print
1	10001	B.C.A	<a href="#">Print</a>

**Note:** Please do not send a hard copy of the completed applications to the institution.