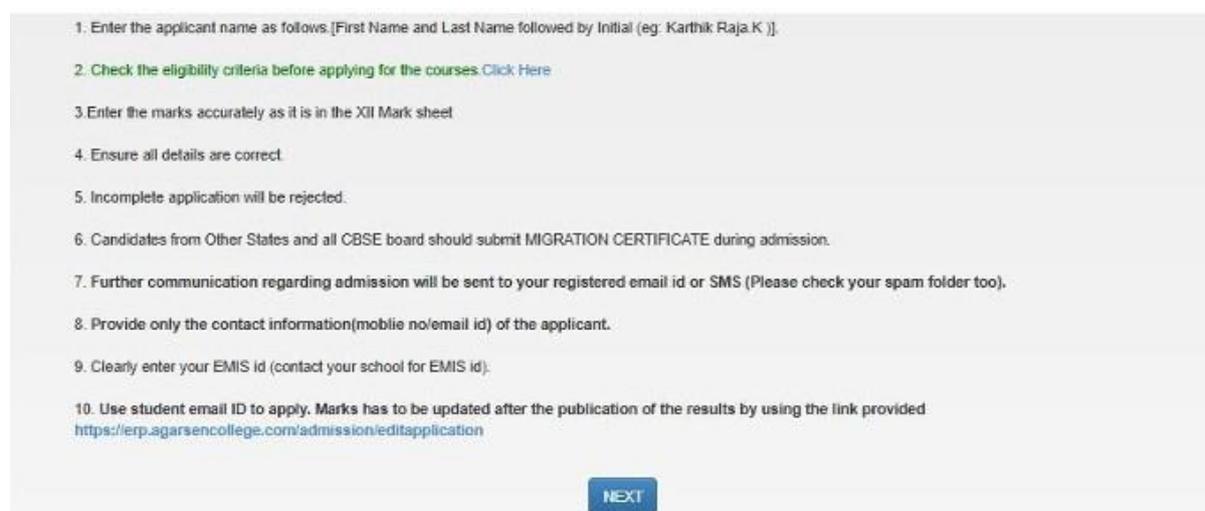# INSTRUCTIONS TO FILL UG APPLICATIONS

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

The candidate must fill out Four different forms.

1. **Registration Details.**
2. **Application Details.**
3. **Personal Detail Form.**
4. **Academic Detail Form (11th & 12th mark details).**

- To Read 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(moblie 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 : *	--select--
XII Group Code : *	--select--
Email id : *	
Date of Birth : *	dd / mm / yyyy

20045
Enter the code above here :

Can't read the image? click here to refresh.

I Agree

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'.

APPLICATION DETAILS

Student Name : *	FULL NAME (Name as in 10th Marksheet)	Gender : *	--select--
Mobile Number : *		Student Whatsapp Number : *	

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)

82452
Enter the code above here :

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I Agree

• Enter your registered email ID and password, then fill in the 'Personal Details' and 'Academic Details' sections

Login page

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

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 Thru: * ☐ Friends   ☐ Old Student
                  ☐ Advertisement ☐ School
                  ☐ Relatives   ☐ Current Students
                  ☐ SMS   ☐ Others

Bank Account Details for Student

| SB A/c No. | | Bank Name | |
| Branch | | IFSC Code | |

Details of Parent/Guardian

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

Address for Communications

Residence Address

Address: *   Mobile No.: *

E-Mail ID: *

☐ Same as Residence Address

Temporary Address

Address: Mobile No: *

E-Mail ID:

Details of School Last Studied (XII Std)

Name of the School Studied : *   Address *

Medium of Instruction *   [select ⌄]

Extra Curricular Activities Participated at School Level: [--select-- ⌄]

Sports: *   [No ⌄]

Are you interested join Extra Curricular Activities Participated at college: [--select-- ⌄]

Do you require Transport Facility: [No ⌄]
[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: [No ⌄]
[Transport fees - Contact the admissions office during the time admissions] *: *

Kind Attention of the student / Parents:
1. 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.
2. 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.
1. It is hereby declared that the particulars furnished above are correct.
2. I have gone through the prospectus and agree to abide by Rules and Regulations of the College.
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.

65893
Enter the code above here :
[   ]
Can't read the image? click here to refresh

[SUBMIT]

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 (11th & 12th mark details) carefully.

Class XI

Qualifying Exam(Board) : * [select ▾] Reg No * [_____]

Class XII

Qualifying Exam(Board) : * State Board Reg No * [_____]

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	
select ▾		100	MM/YYYY			100	MM/YYYY	
select ▾		100	MM/YYYY			100	MM/YYYY	
select ▾		100	MM/YYYY			100	MM/YYYY	
select ▾		100	MM/YYYY			100	MM/YYYY	
select ▾		100	MM/YYYY			100	MM/YYYY	

Cut off Total : 0 XI Cut of(%) : 0.00 Board Total : 0 XI Board(%) : 0.00
Cut off Total : 0 XII Cut of(%) : 0.00 Board Total : 0 XII Board(%) : 0.00

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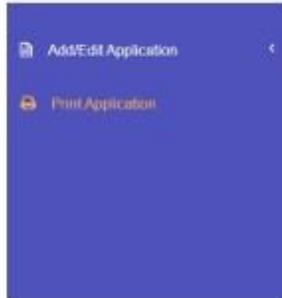
27875
Enter the code above here :
[_____]
Can't read the image? click here to refresh

[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:

	Add/Edit Application	‹
	Print Application	

	Jayagovind Harigopal Agarwal Agarsen College			
S.no	Application No	Applied Programmes	Print
1	10001	B.C.A.	Print

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