

# ADMISSIONS PROCEDURE TO FYJC ARTS & COMMERCE

## PART 1. PRE-ADMISSION APPLICATION FORM

<b>Note: - 1. Please provide clear passport size color photo. Please do not upload selfies</b> <b>2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)</b> <b>3. * Marks Fields are mandatory to be filled</b> <b>4. Please also Keep the necessary documents ready for uploading in JPG/Pdf format (200 kb)</b> <b>5. Once the form is confirmed no changes can be done</b>	
Step 1	Visit College Website: - <a href="https://www.lsracheja.org/">https://www.lsracheja.org/</a>
Step 2	Click on the: - <b>Junior Online Admission</b>
Step 3	After link is opened, Click on Go to Login Enter your Username, Password, Confirm Password, Mobile Number, Email id, then Click on Register. User this user id and password for login, you will get a SMS regarding successful registration with <b>Username and Password</b> .
Step 4	Select <b>Junior College</b> for FYJC application Read the instructions carefully and then click on <b>Continue</b> to proceed.
Step 5	<b>After Clicking on Continue and it will show up menu option for form filling</b>
Step 6	Enter your proper and correct personal data, and click on <b>'Save Next'</b>
Step 7	Fill the address details and click on <b>save and next</b> .
Step 8	In the Educational details kindly enter your <b>10<sup>th</sup> Std</b> details and click on <b>save and next</b> .
Step 9	Upload Photo and Signature and click on <b>save and next</b> .
Step 10	<b>Course Selection:</b> Select the course of your choice.
Step 11	<b>Last Qualifying Exam Details:</b>
Step 12	<b>Upload Document:</b> Check the list of documents from the dropdown. Documents marked "*" are mandatory to upload.
Step 13	Add the Subject by selecting subject or subject group and click on <b>save and next</b> .
Step 14	Click on <b>Pay Now</b> button to do the registration amount payment.
Step 15	After <b>Payment</b> is Successful you will get <b>Registration confirmation</b> .
Step 16	Click on <b>PREVIEW</b> button to check all the details entered by you in the form are correct. If any correction is there, then please do the necessary changes and Click on <b>Confirm Application</b>
Step 17	After Complete Process is done, Click on <b>Print Application</b> to take copy of the form filled also click on the <b>Print Receipt</b> to take the copy of Payment receipt

**\*\*\*\*\*ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE\*\*\*\*\***

### IMPORTANT NOTE: -

In Queries regarding payment issue, where payment is deducted but still shows **"PAY NOW"** option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs (Do not make multiple transactions)
2. Upload documents list. 1) SSC marksheet, 2) Leaving Certificate, 3) fyjc Online Part I & II form, 4) Minority Certificate, 5) Aadhar Card, 6) Ration card.



**Sadhana Education Society**

**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE,  
SANTACRUZ (W), MUMBAI 400 054.**

**STUDENTS SEEKING ADMISSION TO FYJC PROGRAMMES FOR  
2023-2024 SHOULD NOTE THE FOLLOWING –**

- For any technical support contact via email: [it.support@lsraheja.org](mailto:it.support@lsraheja.org)  
Content of the email should be:
  1. Registration number, username, and password of the User.
  2. Applying for which course, Query the user is facing. Contact Number.

**1. FOR ANY TECHNICAL AND ADMISSION RELATED CONTACT  
8669186156 / 8779807126 / 8928919565**

**OR**

**2. ADMISSION COMMITTEE,**

Sd/-

**DR. DEBAJIT N. SARKAR  
PRINCIPAL**