

Guideline for online PG admission process

Students selected for admission in M.Sc. Computer Science or Geography course in Sarsuna College through Calcutta University centralized admission process can take provisional admission by following the bellow mentioned steps:

1. Visit the college website <http://sarsunacollege.ac.in/>
2. Click on “Admission”
3. Click on “Sarsuna College Post Graduate Admission 2019-20”
4. Click on “Online PG Admission”
5. A pop up window will appear asking your form number. Input your Calcutta University application form number there and click on submit. If you are in the selected list then Sarsuna College Admission form will open up.
6. Fill up the required information related to the Course and subjects and then click on the “Next” button.
7. Fill up your personal details and click on “save and next” button.
8. Don’t forget to note down your application number showing in red color for future reference.
9. Check the declaration (Click on the check box).
10. Click on Submit button.
11. Now you will be redirected to the payment gateway.
12. If you want to make payment through Net Banking/Debit card or Credit Card then select the appropriate payment mode in left side and insert other required information. Then Proceed to make payment online.
13. If you want to make payment through ICICI bank Challan then you need to select Cash as your payment mode and generate challan. Take a print out of the Challan as well as a copy of the challan (don’t generate twice) and visit any ICICI branch to make the payment.
14. After successful payment you need to take a print out of your payment receipt which you need to keep safely for the entire course duration.
15. To take print out of the payment receipt, click on “PG Admission Status and Fees Payment”. Put your application number mentioned in step 8 and your date of birth or B.Sc. registration number and your date of birth.
16. Click on Submit.
17. Click on Print Receipt.
18. NON CU candidates other than West Bengal State Universities need Equivalency Clearance from CU Registrar department. They need to submit the Equivalency Clearance within 7 days of provisional admission. Failing which his/her candidature will be cancelled.
19. Students must check the website regularly. The date of verification of documents will be notified soon.