

## **Guideline to the online Calcutta University registration process:**

1. Go to the Sarsuna College website <http://sarsunacollege.ac.in/>
2. Click on [Student Login](#)
3. Put your application number as Username
4. Put your application number followed by your mobile number as password.  
For example if your application number is 192012345678888 and mobile number in your admission form (while applying) is 9876543210, then your password will be 1920123456788889876543210
5. Click on “Sign In”
6. Click on “Attachment”
7. See the data and list of documents to be uploaded.
8. To upload a file click on “choose file” and select the file to upload. After selecting the correct file click on “upload”. See the preview of the uploaded file right next there.
9. Upload all the files one by one following the same process.
10. After uploading all the files click on “Save”.
11. Print two copies of both of the pages of the “Registration form” from “Print registration”.
12. Print the Receipt copy from “Print Check points”
13. Log out from the account.
14. Check the print out of the registration form very carefully. If there is any discrepancy, then you must report it to the Sarsuna College office immediately.
15. Put your full signature at the specified place (Full Signature of the Student) at the bottom of the second (last) page of the registration form.
16. Submit the registration form along with photo copies (Xerox) of all documents (as uploaded other than Photo and Signature) as per the schedule mentioned in the “Notice regarding CU registration of Under Graduate Sem-I students” (Uploaded in the notice section of our college website).
17. A student must keep a copy of the registration form safely for future reference.

## **Documents required for the registration process**

- A student is required to have scanned (digital) images of his/her documents as per specifications given below:

The file format of all the scanned images must be **JPG** (No other file format is allowed, not even JPEG)

### **1. Photograph Image**

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

### **2. Signature Image**

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI

### **3. Document Image of Age Proof**

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

### **4. Document Image of Mark Sheet of last qualifying examination**

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

**All the above documents are mandatory for all Candidates.**

**Besides those mentioned above following documents are also required, if applicable:**

### **5. Caste Certificate Document Image (For SC/ST/OBC category candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

### **6. Persons with Disabilities (PWD) Certificate Document Image (For PWD candidates only)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

### **7. BPL Certificate Document Image (For BPL category candidates)**

- Valid BPL Certificate required

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**8. Migration Certificate Document Image (For candidates from different boards other than National or West Bengal Boards)**

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**9. Equivalence Certificate Document Image (For foreign Candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**10. Document Image of Calcutta University Registration Certificate (for candidates already registered in Calcutta University)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**To avoid last minute rush the students are advised to upload the documents and download the Calcutta University registration form with in 30.07.2019. A student need to upload all the required documents (as shown in his/her account after login, depending on the data provided by the student while applying). The students need to do the process as early as possible so that necessary changes (if required) can be done with in the specified time. If you face any difficulty during uploading of the documents you need to contact the Sarsuna College office immediately.**