

HOW TO APPLY ONLINE FOR 1st Year B.A./B.Sc./B.Com. Course for the 2016-17 Session

- ❖ Go to www.bkgc.org and Click on **Apply Online 2016-17** Link
- ❖ Read the instruction and click **Proceed**
- ❖ Carefully fill up the form and provide information regarding '**Personal Details**', '**Guardians' Details**', '**Address and Communication**' and **Academic Details** of H.S. examination. Then click 'Next'
- ❖ In the next page fill-up the form and provide information regarding 'Marks Obtained At Class XII' and then select the Course you want to apply. Then click 'Next'.
- ❖ Application Preview page is displayed. Carefully check the information in this page. If you want to make any changes click 'Back' button.
- ❖ If you are satisfied with the form click 'Save'. A message will appear warning you to review the information carefully since you will not be able to make any changes once it is submitted. Press 'OK'
- ❖ Application Submitted page is displayed. Note down your unique **Application ID**
- ❖ Go to payment page. Click on **SBI Collect** hyperlink
- ❖ Pay application fees of Rs. 300/- either online or offline through **SBI Collect**
- ❖ **Transaction id** will be generated which begins with **DU**
- ❖ Once again log in to your account by your **Application ID** and **Date of Birth**
- ❖ Insert your transaction id and submit your application.
- ❖ After successful submission print your application form
- ❖ Wait for announcement of **Merit List** and **Counseling Date**.
- ❖ If enlisted appear for Counseling at the Stipulated time with the printed Application Form (2 copies) and transaction proof along with all the required documents (H.S. Mark sheet, Cast Certificate, PH Certificate) in original for verification on the day of admission.
- ❖ Candidature will be cancelled if a candidate failed to appear on time for counseling.
- ❖ After verification and admission approval log in once again to your account and pay stipulated admission fees through **SBI Collect**.
- ❖ After admission a candidate may apply for **Hostel Facility**.
- ❖ Any wrongful information at any stage will lead to cancellation of candidature even after payment of fees.