GUIDELINES FOR FILLING ONLINE ADMISSION FORM (2024-25)

Date: 16th May 2024

NOTE:
1. Provide passport size clear photograph (Do not upload selfies).
2. Provide clear picture of signature (Sign on plain paper, scan and upload).
3. * Mark fields are mandatory to be filled.
4. Keep necessary documents ready for uploading in JPEG/PDF formats.
5. No changes will be entertained, once the online admission form is confirmed.

STEP - 1	**For FY (UG & PG):** Click On - https://enrollonline.co.in/Registration/Apply/KBP **For TY and SY (UG & PG):** Click On - https://cimsstudent.mastersofterp.in
STEP - 2	After opening the link, Click on Go To Sign Up. Create your own username and password, Enter your Email Id, Mobile Number and then Click on 'Register'. You will get a SMS regarding your successful registration with username and password. Use this username and password and then LOGIN into the system.
STEP - 3	Once you Login, read the instructions carefully and Select Applying for Under/Post Graduate, then click on Continue to proceed.
STEP - 4	After Clicking on Continue, it will show up MENU Option for Form Filling
STEP - 5	**Personal Details:** Enter your proper and correct personal information, and then Click on Save & Next.
STEP - 6	**Address Details:** Fill up the address details correctly and Click on Save & Next.
STEP - 7	**Education: For Under-Graduate** Fill up the details of your SSC and HSC examinations and then Click on Save & Next.
STEP - 8	**Photo & Signature Details:** Upload passport size recent photograph and signature and then Click on Save & Next.
STEP - 9	**Course Selection:** Select your Specific (Major) Course and then Click on Save & Next.
STEP - 10	**Last Qualifying Examination Details:** Enter your Last Qualifying Examination Details Carefully and then Click on Save & Next.
STEP - 11	**Upload Documents:** Upload all the necessary documents and then Click on Save & Next.
STEP - 12	**Subject/Course Details:** Select the Subject/Course or Course Group and then Click on Save & Next.
STEP – 13	**Confirm Registration:** After successfully filling all the necessary details, you will get Registration Confirmation.
STEP – 14	Click on **PREVIEW** button to check all the details entered by you in the Form are Correct. If any correction is there, then kindly do the necessary changes and then Click on Confirm Application.
STEP - 15	After completion of the entire process, Click on **PRINT Application** to take a copy of the Form filled and also Click on **PRINT Receipt**.

Please Note: If you want to apply for multiple Courses, then **Go To Course Selection Page Again and Select the Other Course** for which you want to apply and **REPEAT the above STEPS again**.

➢ *Once the Application Form is Confirmed, No changes will be Allowed*

➢ *University Website for Pre-Enrollment Registration:* https://muugadmission.samarth.edu.in

Chairman	**Principal**
Admission Committee	KBP College, Vashi