<u>Step to Fill the Online – Vacancy Against CAP Application Form</u>

1. Visit to https://admissions.somaiya.edu

2. If you have already registered at somaiya.edu for admission earlier, then go to Step 7

3. Register yourself with your email ID and mobile number

4. After registration, verification link will be sent to your email ID

5. Open the mail and Click on "Verify Now". You will be directed to the pre-admission form

6. Close the Important Notice dialog box

7. Click on Login

8. Enter your login credentials (email ID and password that you have entered at the time of registration)

9. Click on login and continue

10. If you have already applied to some other college in Somaiya Vidyavihar and now wish to apply to K J Somaiya Institute of Engineering and Information Technology then click on Apply for another Programme (Top Right in Blue)

11. "Select Programme" will appear.

    a. Select level of study as **<u>Under Graduate</u>**

    b. Select Discipline as **<u>Engineering and Technology</u>**

    c. Select Institute as

       <u>K J Somaiya Institute of Technology (Somaiya Ayurvihar – Sion Mumbai).</u>

    d. Select programme as **<u>Direct SY B.Tech COMPUTER / IT / EXTC / AIDS</u>**

12. Select Category (Type of Seat) you are applying for –

    a. Select **<u>Against CAP Vacancy Non-Minority / Against CAP Vacancy Minority</u>** (As Applicable)

    b. Now you will be directed to the Instructions page

    c. Read the instructions carefully and **click on** the check box saying "Yes I read and understood the instructions"

    d. Click on Save and Continue.

13. You will be directed now to fill the Personal Details
    a. Fill all required details
    b. Upload your passport size photo and signature specimen.
    c. Click on Save and Continue

14. Next step is to fill Guardian Details
    a. Fill details of Father, Mother and Guardian (if required)
    b. Enter Mobile number of Father and mother.
    c. Click on Save and Continue

15. In the next step, update the Address information
    a. Enter address details
    b. Click on Save and Continue

16. Now you need to enter marks in the qualifying examination. **This is very important step to decide merit and eligibility. So fill the details very carefully.**
    a. Select your Eligibility Qualification **ie. Diploma**.
    b. Select the Category that you belong to.
    c. Enter your **DSE registration no**. (only Number)
    d. Enter SSC / 10th Examination Details. Enter CGPA Grade if applicable. Fill all SSC marks details.
    e. **Enter details of Diploma Aggregate marks** i.e. (Average of Sem V and Sem VI) as mentioned in your final year aggregate marksheet .
    f. Enter details of HSC / XII examination (if Applicable). Fill marks of Physics, Chemistry and Mathematics.
    g. Click on Save and continue

17. In the next step answer if you would like to opt for Hostel Accommodation. Click on Save and Continue

18. Now upload all required documents.
    a. All compulsory documents (with hysteric mark) are mandatory.
    b. From remaining documents upload the documents as per your category / type of candidature.

19. After uploading all the documents, Click on Save & continue.

20. Pay Rs 1000/- online.

Please Note: Admission for the vacant seats (if any) will be conducted only after completion of all CAP rounds. Merit list and counseling rounds to fill up those vacant seats will be displayed on the institute's website after the end of last CAP round.

            Dr Vivek Sunnapwar
             Principal