



### Steps to Fill the Online Preadmission Application Form

1. Visit to <https://admissions.somaiya.edu>
2. If you have already registered at somaiya.edu for admission earlier for any other Somaiya college or programme, then go to Step 7.
3. First register yourself with your email ID and mobile number. Note down the password you entered. This password will be needed for logging in.
4. After registration, verification link will be sent to your email ID. If not found then please check junk / spam mail.
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 Technology, Sion, then click on **Apply for Another Programme**
11. “Select Programme” will appear.
  - a. Select level of study as **Undergraduate**
  - b. Select Discipline as **Engineering and Technology**
  - c. Select Institute as **K J Somaiya Institute of Technology (Somaiya Ayurivihar – Sion Mumbai)**
  - d. Select programme as **First Year B.Tech. Computer Engg/Electronics and Telecommunication Engg/Information Technology/Artificial Intelligence and Data Science**
  - e. Select Admission Category (Type of Seat) you are applying for –
    - i. If you are applying for Vacancy Seats after CAP rounds, then select **Against CAP Vacancy Minority ( Gujarati Linguistic ) / Against CAP Vacancy Non-Minority** as applicable
    - ii. If you have been allotted a seat through CAP, then select **CAP Non-Minority / CAP Minority / CAP TFWS / Jammu and Kashmir PMSS / Jammu and Kashmir** as applicable
  - f. Click on Save and Continue
12. Now you will be directed to the Instructions page
  - a. Read the instructions carefully and click on the check box saying “**Yes I have read and understood the instructions**”
  - b. Click on Save and Continue
13. You will be directed now to fill the Personal Details
  - a. Fill all required details
  - b. At the end Select type of Candidate as **Maharashtra State Candidate** or **Other Than Maharashtra State Candidate** as applicable

- c. Upload your passport size photo and image of your signature (size should be **less than 100 KB**)
  - d. 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. Select the Earning Member
  - d. 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 Eligibility Qualification XII Science or Diploma as applicable.
  - b. Select Reserve / Open Category as applicable.
  - c. Enter the CAP Application ID (starting with EN) obtained from cetcell portal.
  - d. Enter SSC /10<sup>th</sup> Examination Details. Enter CGPA Grade if applicable. Fill all SSC marks details
  - e. Enter details of HSC / XII examination. Fill marks of Physics, Chemistry and Mathematics. If PCM total is less than 45% then enter marks for Other subject. Here you can enter marks obtained in Biotechnology or Biology or Technical Vocational Subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies.
  - f. If you are a Diploma student, then enter marks for Diploma. Enter marks obtained in the final semester.
  - g. Select Eligibility Exam as MHT-CET 2023 or JEE Main 2023 Paper I. Enter the percentile Score / NTA score for Physics, Chemistry, Mathematics and Total percentile score. This score must be exactly same as score given in our mark sheet
  - h. 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 are mandatory.
  - b. From remaining documents upload the documents as per your category / type of candidature.
  - c. Minority candidates will upload the Proforma O whose format can be obtained from the link - <https://shorturl.at/iuxS4>
  - d. After uploading all the documents, click on Save & Continue.
19. Select the Source of Information. Click on Save & Continue.
20. Now you can pay Rs. 1000 /- towards processing fee. **This fee is to be paid only by the candidates applying for CAP Vacancy Minority Seat and CAP Vacancy Non-Minority Seat. Candidates who have been allotted a seat through CAP need not pay this processing fee.**
21. After paying the processing fee online, you will receive a receipt saying “Congratulations! Your Application Form is successfully submitted.” Use the Online Application no. given on this receipt for further communication.
22. After this step, our verification team will verify your online application form. In case of any discrepancy found or missing documents or documents uploaded are not clearly visible then the verification team will contact you.