

**GUIDELINES FOR STD. X STUDENTS FOR FILLING
HSC ONLINE ADMISSION FORM COMPILED BY GUNDECHA EDUCATION ACADEMY**

DON'T (very important)-

If any errors are done by you while filling the Part I form at home, the form can be rectified only through the Principal's Login. Hence please be very careful. Through the Principal's login, the entire form will have to be deleted and you will be called to the school to fill the Part I form.

At the school, the student will login using the original UID and Password provided in the booklet, as the new password gets disabled.

If you fall in the categories mentioned in point number 7 or 8 of the Part I form, please tick as applicable only after getting your certificates verified at the addresses given below.

a) Certificates for Cultural and or Arts category -

Director of Arts and Culture - Old Sachivalay, 1st Floor, Mahatma Gandhi Rd, Fort, Mumbai - 32.

b) Certificates for Sports category -

Suburban District Sports Officer -Physical Education College Campus, Akurli Rd, Hanuman Nagar, Kandivali (E).

c) To apply for Minority Quota, student need not fill online form & can directly approach the desired college before or after the online admission process.

d) If you are ticking Wards **Freedom Fighter option**, then the Freedom Fighter should state that the student is dependent on him/her and that the student is **his/her nominee** and a certificate issued by the **Collector's Office at Bandra or VT** to that effect should be submitted.

e) If you are ticking Wards Servicemen and Ex-Servicemen option -

For Servicemen - Certificate issued by District Sainik Board

For Ex-Servicemen - Service certificate and copy of Identity Card

f) For Handicapped category - Obtain certificate from Civil/Municipal Hosp. or Sion Hospital.

DO'S-

1] If the booklet is faulty, it can be exchanged at the Guidance Centre. **The Guidance Centre for our area is Sheth G.H. High School & Junior College, M.G. Road, Borivali [E], Mumbai-66. [mentioned on pg no. 48 of the booklet]**

2] Filling up the Registration Form Part I -

While filling up the form, at regular intervals a window will pop-up to save or proceed or OK. Kindly click accordingly.

Some common details for all students of GEA:

Applicant's School Area - **MMR**

Applicant Status - **Fresher**

Code of Last school attended - **MA086**

Seat Number - use the index number mentioned on the Marksheet eg T/3431/095

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Date of Birth - Fill in the Format **DD MM YY**

Area - Select area closest to your residence if the exact name of your area is not mentioned in the choices in the drop box.

Address for Correspondence -

District - **MUMBAI**

Taluka - LEAVE THIS BLANK - is only for Thane & Raigad or if the drop box appears select **Borivali**.

City/Town/Village - **Mumbai Suburb**

A] **Students** should fill Part I form at home, save it and also take a printout. Students will bring the printout of the duly filled **Application Form and verified certificates (if you fall under categories in point number 7 or 8)** and submit the same to Ms. Ratna / Ms. Nayana in the Computer Lab (3rd floor) only from 2:00pm to 3:00pm from June 16 to 18, 2010. Kindly bring the booklet with the old UID and password each time you come to the school.

The Principal will approve and confirm your form through her login only after checking your verified certificates [cultural, arts and sports]. Only after that can the students **fill Part II (the Option Form)**.

3] Option Form (Part II) - (To be filled by you at home only after the Principal confirms your Part I form)

A] Option form Part II will be enabled shortly by the State Board. Keep checking the admission site for the same.

B] The Principal cannot access your Option Form Part II. *It can be edited only at the Guidance Centre.*

C] Students applying for Bifocal Streams must apply for General streams also.

§ Note- If you choose Bifocal, then all medical options [MHCET-PCB], Biotechnology and Biological Engineering options will be closed for you after XII.

§ If you wish to get in Bifocal stream only, select all subject options for that stream.

§ If you wish to pursue a particular college irrespective of the subject, then select the same college code in both the streams.

§ For Commerce Bifocal Stream, apply for all ward colleges as the options are limited.

§ Hint - Choosing Bifocal, in a way means you get more betterment options

D] Minimum 3 colleges and maximum 25 colleges must be selected for each stream.

E] Kindly select the compulsory and optional subjects after confirming from the respective colleges only.

G] Enter marks out of 700.

H] Last year's cut offs mentioned in the booklet are out of total of 650 marks.

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I] For admission merit lists this year, marks of all the students from all the Boards will be converted by the State Board to 550.

J] NCC/Scout, Intermediate Drawing, Sports certificates will be **considered only for Bifocal admission**. Additional Marks are as follows-

NCC/Scout	+5 mks
Intermediate Drawing	+5 mks
Sports [State Level]	+3 mks

For other certificate details refer the booklet

4] College Code -

Use Search button located on right hand side of the screen, choose from list of various boxes of Faculty, Zone. Click Search button.

Again choose from boxes - Ward, Medium, Subjects, College Status, College Type, and Search. You will get a list of colleges. Simply copy the college code and paste it in the option form. Automatically the other options will get filled.

5] Area Preferences Selection - It can be on the basis of the location of your house/ selected colleges/area of the colleges not selected due to high cut offs, but required by you.

6] The college allotted to you may be in the order of merit / colleges selected by you / streams preferred by you / areas preferred by you / closest area as per the PIN Code of your residence.

7] As soon as the merit list is out, take admission in the college offered by paying Rs.50 and submitting the printed form and original certificates.

If you are allotted college of your first preference, then you will not have any betterment option [2nd seat in the next choices given by you in the form] in the same and in any other stream also.

If you get a betterment option, go to the college where you took admission earlier, take back your documents submitted and go to the other college and secure admission.

8] At the end, students will have to confirm / submit entire [Part I & II] form, print two copies - one to be submitted to GEA (school office) and the other to be retained by student for submission to the respective college.