Sadakathullah Appa College (Autonomous),

Reaccredited by NAAC at an 'A++' Grade *An ISO 9001:2015 Certified Institution (Co-Educational)

Rahmath Nagar, Tirunelveli - 627 011

Admission Fee Payment Procedure 2024-2025

Click the admission fee payment link

Read the Step by step instructions very carefully

Click Registered User Login

Enter the username and password

Click the login button

The following screen will be displayed

Click the new admission fees payment menu

- Once you click the "New Admission Fees Payment" a new window titled "UG Admitted Students Details Data Entry form" will open.
- On this page, the students are requested to fill in all their details very carefully. A total of 42 entries are given and the students are supposed to fill in all the details without fail.
- Some questions which need to be answered carefully are explained below:
- Question No - 31. "Category of School (Type of School)" – the students are supposed to type the appropriate option from the following category:
    - Government School
    - Government Aided School
    - Matriculation School
    - CBSE School
    - ICSE
    - Private Tutorial
- Question No - 32. "Civic Status of School Location (+2)" – This question refers to the location of the school in which they last studied. The students are supposed to type the appropriate option from the following category:
    - Corporation
    - Municipality
    - Town Panchayat
    - Village Panchayat
- Question No - 34. In this question, the students are asked to enter the name and location of the schools in which they have studied. In order to help the students to fill in all the columns easily, a supporting document with the details of all the schools in Tamil Nadu has been uploaded to our college website.
- Once filling in all the details, the students are asked to 'Save' the details. Before clicking the 'Save' button, make sure you have entered all the details correctly. Remember, once the data is saved and submitted, it cannot be modified later.
- Once they click the 'Save' button, you will be redirected to the admission fee payment page.

The above screen will be displayed.

Click the check box to accept the terms and conditions

Next proceed with payment

Please note the transaction id

Click ok button.

It will go to the payment gateway page

✓ Choose the payment option and pay the fee
✓ Once the payment is successful, you will get the receipt

- ✓ If you have problem with getting the fee receipt after paying the fee don't attempt for second payment.
- ✓ Kindly use the following method.
- ✓ Enter the user name and password to get the following screen

Click admission fee payment updation

Enter the transaction id number.

If you forgot the transaction number, click forgot transaction reference number.

 Your transaction number will be displayed

Enter the transaction id number and Click the request button

A Note 'Your payment has been updated successfully' will be displayed then you will get the fees receipt in fees receipt reprint menu.

After successful payment of the admission fee, download the application form, declaration page and payment receipt, bring it to the college along with all the original certificates and meet the Principal.

Required Documents at the time of Admission:

- ✓ Mark Sheets 10th, 11th and 12th
- ✓ Transfer Certificate
- ✓ Printed Application Form, Fee Receipt, Data Entry Form and Declaration page
- ✓ Community Certificate (BC / BCM / MBC / DNC / SC / ST /SCA)
- ✓ Certificate of Proof to be produced by Differently Abled, Son or Daughter of Ex. Serviceman and for Participation in Sports / NCC / NSS in School if any.
- ✓ Blood Group Certificate
- ✓ Aadhaar Card
- ✓ Recent Passport Size Photos (2 Nos.)

All the Original Certificates along with three sets of photocopies should be produced at the time of Interview.