

## Information required for filling in the Form

1. Marks / Grade obtained in major Examinations from 10<sup>th</sup> Standard onwards.
2. Income of family per month.
3. (Optional) Scanned Photo (3.5 cm x 3.5 cm) in jpg / jpeg format and size < 20 KB

## Instructions for filling in the Form

1. Open the Page <http://www.caluniv-ucsta.net/med/phpfiles/main.php>
2. Click the 'Click here to register' link at the bottom of the Login form.
3. Fill in the Registration Form.
4. You'll be directed to the Admission Form.
5. The Admission Form consists of 4 pages shown as Menu:
  - (i) Personal Information
  - (ii) Academic Information
  - (iii) Employment Information
  - (iv) Payment Information
6. In the Personal Information Page, you can upload your scanned photo ( jpg/jpeg format). First upload the photo and then fill-in the form. Uploading your photo is not compulsory.
7. In the academic information page,
  - (i) If you have only Grade / Grade Point in any of your examinations, convert them to equivalent percentage to fill-in the '% of Marks' field along with the 'Grade/Grade Point' field.
  - (ii) Enter 'None' in the 'Subject' field where 'Subject' is not applicable.
  - (iii) If you have passed Higher Secondary Examination in 11th standard, repeat the same data in the 10th and 12th standard rows.
8. Proceed filling in the form from 'Personal' page to 'Payment Info' page, one after another. One cannot jump to a particular page of the form without filling in the previous page.
9. 'Save' button stores the data of that particular page and stays in that page, whereas 'Save & Continue' stores the data of that page and proceeds to the next page.
10. Before clicking 'Final Submission' button available in 'Payment Info' page, one may print the draft form to check the data inserted by the user.
11. Before 'Final Submission' of the form available in 'Payment Info' page, one can modify the data in different pages by clicking the hyperlinks available on the tabs.
12. After 'Final Submission' of the form, the user cannot edit data in the form anymore.