

GUIDELINES FOR SUBMISSION OF C.U. REGISTRATION FORM 2024-25

1. **Registration Link:**
https://www.scottishadmissions.com/UG2024/CU_Registration_SCC_2024/retrievecreditInfo.php
2. Login using your **Student Id and Date of Birth**.
3. CHECK ALL ENTRIES in your C.U. Registration Form carefully and FILL IN THE BLANK FIELDS (if any).
4. Make corrections to your Personal Data if required.
5. You will be able to correct/change the following information only, if necessary, in the form
 - a. Name of father
 - b. Name of mother
 - c. Mobile number
 - d. Email id
 - e. Address
 - f. Annual Income
 - g. Academic Bank of Credit (ABC) Id
6. Once you are satisfied, press the update button at the bottom of the form to make your final submission. **No revision is possible after the final submission.**
7. Note the Major, Minor, IDC, AECC, MDC etc. allotted according to your preference, merit and availability. **This section is irreversible.**
8. Note your Form number in the draft registration form.
9. **Last date of registration in the college portal is 8th November 2024.**
10. The applicant must check the following documents carefully and upload self-attested photocopies (i.e. Xerox copy signed by the candidate) of the same along with his/her photo and signature, if not uploaded at the time of admission. .
 - a. Photo and signature (in **jpg** format not exceeding **100KB**)
 - b. **Net Downloaded (i.e. screenshot or prints of the online result webpage)/ Digilocker Documents** must **NOT** be uploaded at any stage (in **jpg** format not exceeding **250KB**).
11. Registration is to be done only by Students who are not admitted in any other college / institution other than Scottish Church College for the session 2024-25. In case of admission in other college(s) / institution(s), students must cancel their admission in those college(s) / institution(s) before proceeding to C.U. Registration.
12. In the next step you will have the option to change the documents submitted during admission if required. You may also be required to upload additional documents (if any). **Change The Document Only If Necessary.**
13. If some correction is required in a Non-Editable field, immediately report to the college at the email id registration2024@scottishchurch.ac.in.
14. **Download and take printout (continuation sheet to be printed on the back side of the same sheet) of the C.U. Registration Form.**
15. **Submit the C.U. Registration Forms and Registration Fee at the College Office. Submission dates will be announced at the college website later.**