

# **Loreto College, Kolkata**

## ***Steps for On-line Application***

1. Fill in the on-line form, upload clear, **unattested scans** of your photograph, signature, Class X Admit Card (if class x admit card is not available then upload your birth certificate) and Board Mark Sheet, Class XII Board Mark Sheet (**Please scan the Original Mark Sheets not the one from the Internet**), Caste Certificate (if applicable), Baptism Certificate (if applicable), Reference letter from Parish Priest (if applicable), Disability Certificate (if applicable), BPL Certificate / EWS Certificate (if applicable) and **click the Submit button** to submit the form.

**Note: If the original class 12 board mark sheet has not been received or a delay is expected then you can upload the online result or the Digilocker mark sheet**

2. After you submit, an **acknowledgement page with Form Number** will appear on the screen, take a print out of this page and keep it for your future reference.

3. Then Click on the Online Payment Link

4. Pay on-line or generate the cash challan.

5. Payment should be made **only after submitting the online application form, using the generated form number.**

For any queries please write to: [loretocollegeadmissions@gmail.com](mailto:loretocollegeadmissions@gmail.com)