

# **Loreto College, Kolkata**

## ***Know Your College (KYC)***

1. Selected candidates are to report to the college on the specified day of KYC within the time slot allotted.
2. Candidates should be accompanied by a parent or guardian.
3. Candidates should bring the **printout of the online application form** and the following **original documents** and **photocopies of the same** for the document verification process.

### **Compulsory for All Students**

- Class X Admit Card / Birth Certificate
- Class X Mark Sheet
- Class XII Mark Sheet
- Graduation Mark sheets of all Semesters
- Migration Certificate (if already available) for students from Universities other than The University of Calcutta.

### **Compulsory for Christian Students**

- Baptism Certificate, First Holy Communion/Confirmation Certificate
- Parish Priest's Reference Letter

### **Compulsory for SC / ST /OBC candidates**

- Caste Certificate

### **Compulsory for candidates with Disability**

- Disability Certificate from the respective Government Hospital

4. After document verification, candidates have to report to the Principal's office.

5. Candidates have to go to the accounts office, a Temporary Admission Receipt containing the College ID / Bill Book No. and the fees payable will be ascertained.
6. Fees, as mentioned on the Temporary admission receipt have to be paid online, within the stipulated time period to confirm the admission.
7. FEES IS TO BE PAID ONLY AFTER THE TEMPORARY ADMISSION RECEIPT HAS BEEN GIVEN TO THE CANDIDATE

IF ANY CANDIDATE MAKES PAYMENT WITHOUT COMING FOR THE KYC THEN THAT PAYMENT WILL NOT BE CONSIDERED VALID

8. Steps for payment of fees (Check the Link below)

[https://www.loretocollege.in/ma/Fees\\_Steps\\_2023.pdf](https://www.loretocollege.in/ma/Fees_Steps_2023.pdf)

9. Admission will stand cancelled if fees is not paid within the stipulated time.