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 ,** Caste Certificate (if applicable), Baptism Certificate (if applicable), Reference letter from Parish Priest (if applicable), Disability Certificate (if applicable), EWS Certificate (if applicable), Under Graduate Mark Sheet, UG University Registration Certificate, Migration Certificate (if applicable) and **click the Submit button** to submit the form. **Print out a copy of the Form as these will need to be submitted to the College at the time of the written examination and interview.**

2. After you submit, an **acknowledgement page with <u>Form Number</u>** 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 ***<u>only after submitting the online application form, using the generated form number</u>***.

6. All on-line payments have to be made latest by 25.08.2025 (12:00 Noon)

For any queries please write to: **loretocollegeadmissions@gmail.com**