

Instructions to Applicants for filling online Application form (2020-2021)

Applicants for Management/NRI seats in Marian College of Architecture and Planning for admission to B.Arch degree course should submit the application form online.

I. Application Fee Details

Application fee is Rs.1000/- which can be paid either through fund transfer facility of any bank (NEFT/Quick transfer), Google pay, Phone Pe, or by Account remittance to the Bank Account of M.CAP.

Account Name-MARIAN COLLEGE OF ARCHITECTURE AND PLANNING, ACCOUNT NO. 67315218108
STATE BANK OF INDIA, BRANCH- KAZHAKUTTOM, IFSC CODE - SBIN0070445

(For details of application fee remittance, click here: https://www.mcap.edu.in/mcap/application_fee.php)

II. Documents required for Management Quota Admission

Applicants should be ready with the following details before starting the online application process of Management Quota Seat.

- Transaction number (in case of NEFT/Quick Transfer/ Google pay/ PhonePe) / Receipt Number for Application fee of Rs.1000/-. Applicants must keep the screenshot of online transaction. If payment is doing through Account remittance, in the counterfoil getting from bank, the applicant must write his name, put signature and take a photo of the same. The screenshot of online transaction/Photo of counterfoil must upload along with other documents
- Scanned image of passport size photograph of Applicant (jpg/jpeg format only, Image dimension 150(width) x200(height) pixels, image size must not exceed 200 kb) which should be taken after January 2020.
- Scanned image of Signature of Applicant in jpg/jpeg format only (Background must be white). Image dimension must be 140(width) x60(height) pixels, image size must not exceed 200kb.
- Scanned image of Signature of Parent/Guardian in jpg/jpeg format only (Background must be white). Image dimension must be 140(width) x60(height) pixels, image size must not exceed 200kb.
- Scanned copy of NATA and/or JEE Score Card. (pdf/jpg/jpeg format and size must be less than 1 MB). Those who have selected NATA and JEE should merge soft copy of both files into a single pdf file of size less than 1 MB and the merged file should be uploaded.
- Scanned copy of standard Xth certificate for proof of age. (pdf/jpg/jpeg format and size must be less than 1 MB)
- Scanned copy of standard XIIth mark list (pdf/jpg/jpeg format and size must be less than 1 MB)
- Scanned copy of Certificate from Parish priest in case of Latin Catholics and other Christians. (pdf/jpg/jpeg format and size must be less than 1 MB)

Scanned copies of all documents must be clear. Special characters does not support in the file name of scanned copies

III. Documents required for NRI Quota Admission

Applicants should be ready with the following details before starting the online application process of NRI Quota Seat.

In addition to the Documents mentioned in Management quota (Section II), Applicants must produce

- A) Scanned copy of Passport of the sponsor (front and back pages)
- B) Scanned copy of passport of the applicant (if available)
- C) Scanned copy of visa stamped in the passport of the sponsor
- D) Scanned copy of Declaration from the sponsor.
- E) Certificate from the Employer of the sponsor (to be submitted during admission)

(A, B, C, D - pdf/jpg/jpeg format and size must be less than 1 MB)

(For guidelines of NRI admission, click https://www.mcap.edu.in/mcap/nri_admission.php)

IV. Application Process

Before starting online application process, check Eligibility

If you are eligible Go to the link https://www.mcap.edu.in/online_application.php and click on new applicant –**Apply**>>tab.

- A) Enter your NATA and/or JEE Candidate ID (Roll No), NATA and/or JEE score and +2 (or equivalent) marks and click on the “Verify and Proceed” button.
- B) Fill in the application form online and click Submit button.
- C) An e-mail with the username and password will be sent to the e-mail ID provided by the applicant.
- D) **Using the username and password the applicant should login again. Here you will get the upload option for your supporting documents. Upload all necessary documents and confirm the details for the final submission; only confirmed application will be taken for admission procedure.**
- E) To check the application status / update the NATA and/or JEE score / download and print the application form, the applicant can login to https://www.mcap.edu.in/online_application.php in the college website.

Note: *The online application form once submitted cannot be edited later except for updating improved NATA and/or JEE score.*

- Applicants are advised to take print out of PDF of Admission form for future reference
- Originals of All Documents Should be produced to College at the Time of Admission.
- For any assistance regarding online admission form filling, feel free to contact on 94461 75472 or email to barchadmission@mcap.edu.in

For further updates and important dates, check the college website. <https://www.mcap.edu.in>