

STEP BY STEP REGISTRATION GUIDE*

Online Registration

Admission to various courses at St. John's Medical College are based on either merit or entrance or the personal interview.

- i. Applicants seeking admission to any of the courses must register on a centralized admission Web Portal.

Step by Step Process-

1. To Register online, an applicant must visit the St John's website- www.stjohns.in or www.stjohnsadmission.in
The Applicants are advised to use the following internet browser.
 - Mozilla Firefox
 - Google Chrome
2. The Online Admission Application Portal of St. John's Medical College is user- friendly (Mobile/ Tab/ Laptop). However, the webpages may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.
3. As a first-time user, applicant shall go to "First time Applying" to create the user account by clicking on the "**Online Admission Application**" link.

The screenshot displays two panels of the admission portal. The left panel is for registration, titled "If you are applying for the first time, Please Fill Admission Registration Form Guidelines". It contains dropdown menus for "St. John's Bangalore", "-- Select Institute --", and "-- Select Course --". Below these are input fields for "First Name", "Middle Name", "Last Name", "Email Id", and "Mobile No - 10 digits". A "cauths" logo is visible, along with a "Refresh" link and a blue "Register" button. The right panel is for login, titled "Once Successfully Registered Please Login with registered Email Id and password you've received on your Email ID/Mobile No to fill online Application form.". It features input fields for "Username" and "Password", a "Remember me on this computer" checkbox, a blue "Login" button, and a "Forgot password?" link.

4. Under the page, all fields are mandatory and indicated by a red asterisk (*) adjacent to the name of the field.
5. Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/ reference regarding the admission process.
6. Applicant shall enter the applicant's name as mentioned in class X / XII Board. For example, if your name is Raj Kumar Gupta, enter Raj as your first name, Kumar as your middle name and Gupta as your surname. If you do not have a middle name, leave the text box blank.
7. Enter your existing email-id which will be your henceforth login-id and will be used for the admission purpose.

8. Applicant shall also provide a valid mobile phone number (10-digit number without any prefix, i.e. 0 or +91).
9. After entering all the details, enter the “Captcha” in the text box. (Captcha is case sensitive)
10. Applicant must ensure that all the details entered are correct. Before submitting the details, applicant must confirm that the details entered are correct. Then click on the “Register” button to create a new user account.
11. After successful registration, the applicant will receive the login credentials (username and password) on their registered mobile number, as well as registered email id for future use (downloading hall tickets, receive important announcements from college. etc.). However, your current session will be active for you to fill the application form. Even if you don’t receive your login credentials, your account will remain active until logout.
12. After registration, the applicant will be redirected to the main admission application form and the applicant can start the online registration process.
16. In case the applicant has forgotten the password or wish to reset it, the applicant can do so by clicking “Reset Password” button. The applicant will get OTP on registered mobile number which he/ she can use to reset to a new password.
17. The registration form is divided into multiple tabs (sections/pages) and applicant needs to enter details in each section.
18. In the first section/screen, the applicant will have the guidelines about how to fill online admission application form. The applicants must read the Guidelines carefully. To start the application form, the applicant must click on “Save & Next”.

APPLICATION FORM

Application for Course- M.Sc. Nursing

1. GuideLines
2. Personal Information
3. Parent Detail
4. Eligibility Details
5. Other Details
6. Entrance Exam Detail
7. Department/ Shift Preferences
8. Work Experience
9. Payment details

Steps: » Following information is required to fill up the online application form :

- (1) Personal information.
- (2) Education details of qualifying exams.
- (3) Scanned copy of all mark-sheets of qualifying exams.
- (4) Scanned copy of other relevant documents.
- (5) Payment Details for Admission form

Step: 1 » Personal Information
Date of birth, Mobile No, Address, Caste, Category Details , Scanned Photo(Must be less than 340 kb,format-.jpg/.jpeg).

Step: 2 » Education details of Basic B. Sc/Post Basic B.Sc. Nursing
Year of Passing of Basic B. Sc/Post Basic B.Sc. Nursing should be carefully specified

Step: 3 » Upload Scanned Documents
All marks Sheets and certificates and other documents mentioned in the Document list.

Step: 4 » Payment details for admission form
Application form fee can ONLY be paid Online - By Credit / Debit card or by Net Banking.

To start the Application, Scroll down and click on Save & Next :-

Incase of any query regarding online Admission Application form, feel free to contact Admission Dept. : 080 4946 6029, 080 4946 6031 OR mail your query to : admission2018@stjohns.in

19. In the Second section/screen, the applicant needs to fill the “Personal Details” (as in the applicant’s marksheets/certificates).

- ➔ The applicant needs to choose the Gender carefully. In case of a transgender, enter the choice as “Transgender”.
- ➔ Passport size photograph of the applicant. The size of the photo should be 340KB (Ideal Dimension (150px * 200px)).
- ➔ Scanned signature of the applicant (If available).
- ➔ The applicant shall enter the Date of Birth as it appears on the class X certificate.
- ➔ The applicant may enter the Aadhaar Card Number, if available.
- ➔ The applicant shall select the Category (Catholic, Other Christian Denomination or Other Religion (Non- Christian)) and must select the “SC/ST/OBC/General from the drop-down menu.
- ➔ Enter the Correspondence Address so that communication sent by the University regarding admission process reaches you in time. The university shall not be responsible for any loss, damage or consequences for wrong delivery by the post office. Update your Correspondence Address online in case of any change. Tick the checkbox if the Permanent Address is same as the Correspondence Address.
- ➔ Once the applicant clicks the “Save and Next” button, details are saved. At the end of each page, there are two buttons, namely Previous and Save & Next. If an applicant wishes to edit the previous information, then click on the “Previous” Tab and can change the earlier submitted information. In case the applicant is satisfied with the information entered, click on the “Save & Next” tab to move to next tab.
- ➔ The system will not allow to move to the next tab until all mandatory fields are entered.

APPLICATION FORM

Application for Course- M.Sc. Nursing

1. Guidelines

2. Personal Information

3. Parent Detail

4. Eligibility Details

5. Other Details

6. Entrance Exam Detail

7. Department/ Shift Preferences

8. Work Experience

9. Payment details

Full Name: Dhara Middle name/ Father's name Contractor

Name as it appears on Xth/ XIth Marksheet/ Graduate Marksheet: Dhara

Email: bhavyank.c223@gmail.com

Mother's Name: dipika

Blood group: A+

Date of Birth: Place of Birth: BANGALORE KARNATAKA

Age: 18

Gender: Male Female Transgender

Caste: HINDU BRAHMIN

Residence Address/ Correspondence Address: KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 380054.

Marital Status: Married

Mother Tongue: Hindi

Upload Image

Upload Your Signature

Upload profile picture compulsory. Size less than 340kb(format:.jpg,.jpeg,.png,.bmp) (Ideal dimensions 150px * 200px)

(Signature image should be 10-20 KB) (Ideal dimensions 170px * 90px)

20. In the third section/screen, the applicant needs to fill the “Parents / Legal Guardian Details”. They are advised to enter all the details though all fields are not mandatory. The applicant can either choose either Parent’s detail or can choose the Legal Guardian’s detail to enter. The applicant must fill the Name, Contact Number and the Address under the Parents / Legal Guardians in this tab.

APPLICATION FORM
Application for Course- M.Sc. Nursing

1. Guidelines
2. Personal Information
3. Parent Detail
4. Eligibility Details
5. Other Details
6. Entrance Exam Detail
7. Department/ Shift Preferences
8. Work Experience
9. Payment details

Details of Parents / Legal Guardian : *
 Father Mother Legal Guardian

Legal Guardian's Name: *
 DR RAMESH Middle Name
 PANCHAL

Legal Guardian's Email: *

Legal Guardian's Mobile No.: *
 9714077966

Legal Guardian's Profession: *

Annual Income: * Residence Address: *
 MARUTHINAGAR, BANGALORE.

District: * Taluka: *

Village: * Pincode: *

Educational Qualification: * Income Tax PAN No.: *

Previous Save & Next

21. In the fourth section/page, the applicant needs to enter the “Academic Details” (as in the Applicant’s Certificates). Choose the eligibility (XII / Diploma / Graduation) from the selection and enter roll number as it appears on the admit card. Select the year of passing the qualifying exam from the drop-down menu and the result status. In case the result is not announced, choose the “Pursuing” option from the drop-down menu. Update the status of result as soon as it is declared, before the last date of registration. On clicking “Save” button a preview will be generated. The applicant can move to the next section/page by clicking on “Save & Next” button.

APPLICATION FORM
Application for Course- Computer Technology

1. Guidelines
2. Personal Information
3. Std. XII
4. Std. XII / Diploma
5. Graduation
6. Entrance Exam Detail
7. Payment details

Note: Make correct choice between Std.XII or Diploma. Alteration in choice is not allowed after data is saved.

Std. XII Diploma

Qualifying Status: Completed Pursuing

Percent System Grade System

Marks: * 650 Outof: * 750 Grade: *
 Percentage 86.67 Equivalent percentage(%): *

Year of Passing: * 2008
 Board: * MAHARASHTRA STATE BOARD
 Seat No: * 15451215
 Stream * Science
 School / College Name: * Mahesh
 Place: pune

Click save & next
 Previous Save & Next

22. In the Seventh section/page (For multiple course selection only), the applicant can select the multiple courses with the Priorities. Select the course name and set the priority.

APPLICATION FORM

Application for Course- M.Sc. Nursing

1. GuideLines
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7. Department/ Shift Preferences
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	Sr. No.	Branch Name	Course Code	Shift Type	Priority
<input checked="" type="checkbox"/>	1	SJCN - MEDICAL SURGICAL NURSING - M.Sc.(Surgical Nursing)	M.Sc. Medical Surgical Nursing / 2018-2020	General Shift	<input type="text" value="2"/>
<input type="checkbox"/>	2	SJCN - PSYCHIATRIC NURSING - M.Sc.(Mental Health Nuring)	M.Sc. Psychiatric Nursing / 2018-2020	General Shift	<input type="text"/>
<input checked="" type="checkbox"/>	3	SJCN - CHILD HEALTH/PEDIATRIC NURSING - M.Sc.(Child Health Nursing)	M.Sc. Child Health Nursing / 2018-2020	General Shift	<input type="text" value="1"/>
<input type="checkbox"/>	4	SJCN - COMMUNITY HEALTH NURSING - M.Sc.(Comm. Health Nursing)	M.Sc. Community Health Nursing / 2018-2020	General Shift	<input type="text"/>
<input checked="" type="checkbox"/>	5	SJCN - OBSTETRICS & GYNAECOLOGICAL NURSING - M.Sc.(OBG Nursing)	M.Sc. OBG Nursing / 2018-2020	General Shift	<input type="text" value="3"/>

23. In the ninth section/page applicant can preview the complete application. Kindly make sure that all fields have been entered correctly.

APPLICATION FORM

Application for Course- M.Sc. Nursing

Please verify profile details and Make payment to proceed.

1. GuideLines
2. Personal Information
3. Parent Detail
4. Eligibility Details
5. Other Details
6. Entrance Exam Detail
7. Department/ Shift Preferences
8. Work Experience
9. Payment details

Personal Information

	Full Name Dhara Contractor	DOB Apr 01,2000	Age: 18
	Gender Female	Email Id bhavyank.c223@gmail.com	
	Mother's Name dipika	Domicile Karnataka	
Phone no.		Religion Christian	Caste HINDU BRAHMIN
Candidate's/Student's mobile number.	9714077966	Mother Tongue Hindi	
Category:	Catholic	Belongs to SC/ ST/ OBC: OBC	Diocese (If Catholic)
Residence Address	KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 380054.		Aadhaar No:
Permanent Address	KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 380054.		Pin: 380054
Country	India	State Karnataka	City Bangalore
Place of Birth	BANGALORE KARNATAKA		Marital Status Married
Are you a Religious Nun:			

Work Experience

Sr.No.	Designation	Company/ Employer	Currently working?	Duration	Location	Monthly Income

Parent's Details

Legal Guardian's Name:* DR RAMESH PANCHAL

Legal Guardian's Email:

Graduation Detail

Total Marks Obtained	500 / 600	Percentage (%)	83.33
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The screenshot shows a web form for online payment. It includes a 'Payment Mode: *' field, a radio button selected for 'Online Payment', and a 'Make payment' button. Below the form are 'Previous' and 'Finish' buttons.

24. Now the applicant can proceed for the online registration payment. Applicant's online registration process shall be completed only after payment of the application fee.
25. The Applicant must make online payment online only (Debit/Credit Card, UPI or Net banking)
26. After the payment, the fee receipt can be downloaded/printed.
27. After the fee receipt is generated, click on 'GO TO PROFILE', click the declaration checkbox before final submission of application form.
28. Once the application form is submitted, the application number will be generated. Please note down this application number for future reference.
29. After payment and final submission, the applicant will not be able to update any information in the application form.
30. The Applicants may also send general and technical queries related to online registration and admission process at simc.admission@stjohns.in and can call on the helpline numbers mentioned in the Guidelines.