CITY COLLEGE
102/1, RAJA RAMMOHAN SARANI, KOLKATA-700009
Website: citycollegekolkata.org
NOTICE
Dated: 24.08.2020

(Sub: ==MANDATORY completion of Application Forms in respect of Taking Admission to 1st Semester classes in our College==)

The applicants are aware of the fact that they were required to fill in only a few essential details while submitting their application forms initially and were allowed to leave many fields (like home address) blank at that stage. This was done with a view to reducing the duration of their presence in cybercafés in the current pandemic situation. However, as the dates of publication of the final merit list and the first admit orders are nearing, these details need to be **MANDATORILY** provided by the applicants at this stage.

In view of the above, all candidates who have applied till now are requested to log in with their login id and password and fill in the remaining details as early as possible. The steps are as follows:

Step 1: Go to our admission portal

Step 2: Click on **"Existing Applicant Log in"**

Step 3: Log in with your user id and password

Step 4: A pop up will appear where there is an option **"Complete profile." You should click on that option**

Step 5: The required page will open. Fill in the relevant details. **Some fields are mandatory (red boxes).**

IMPORTANT NOTE: This is **mandatory,** and **failure to fill in the details will cancel your candidature. Only after you complete your profile, will you be able to participate in the "Online Expression of Willingness Process" and be eligible for inclusion in the Admit Order.**

Please ignore this notice if you have already completed your profile.

Sd/-
Principal
City College