

**GUIDELINES FOR STD. X STUDENTS FOR FILLING  
HSC ONLINE ADMISSION FORM**

**ALL INFORMATION REGARDING THE ADMISSION PROCESS IS GIVEN IN  
THE BOOKLET & ON THE WEBSITE (<http://fyjc.org.in/mumbai>)**

**DON'T-** If any errors are done by you in the Part I form, then they can be rectified through the Principal's Login only, the entire form gets deleted and you will be called in the school again to fill the Part I form. The login needs to be done with the original UID and Password as stated in the booklet only; the new password gets disabled.

**DO'S-**

As soon as you login, change the password.

1] If the booklet is faulty, it can be exchanged at the Guidance Centre.  
Guidance Centre for our area - Sheth G.H. High School & Junior College, M.G. Road, Borivali [E], Mumbai-66.[pg no. 48 of the booklet]

You can see demonstration of how to fill the Part I form through the [fyjc.org.in/Mumbai](http://fyjc.org.in/Mumbai) site. (Click on 'Applicant & Parent tab and then Click on 'Visual Tour' link)

**2] Part I Form –**

You will have to save and proceed and OK from time to time.

Applicant's School Area – **MMR**

Applicant Status - **Fresher**

Code of Last school attended – **MA086**

Seat Number – refer Marksheet

Date of Birth – Enter according to the Format given in your Marksheet

Area – Select area closest to your residence if the exact name of your area is not mentioned in the choices in the drop box.

Address for Correspondence - .... District – **MUMBAI**

Taluka – is only for Thane & Raigad

City/Town/Village – **Mumbai Suburb**

Zone – **West**

Ward – **R (East)**

A] **Students** should fill Part I form at home and take a printout or download it / save it. Student will bring the printout of the **Application Form and verified certificates to the School**. [SMS may be sent to you ].

The Principal will approve your form through her login only after checking your \*verified certificates [cultural, arts and sports] and **Submit** the Form. Only then the students can **fill Part II** (the **Option Form**).

Certificates can be verified from the following offices. If they validate your certificate then only tick in the boxes against those certificates -

\* **Certificates wrt Cultural and or Arts** category –

Director of Arts and Culture – Old Sachivalay, 1<sup>st</sup> Floor, Mahatma Gandhi Rd, Fort, Mumbai – 32.

\* **Certificates wrt Sports** category –

Suburban District Sports Officer –Physical Education College Campus, Akurli Rd, Hanuman Nagar, Kandivali (E).

B] To apply for Minority Quota, student need not fill online form & can directly approach the desired college before or after the online admission process.

C] If you are ticking Wards **Freedom Fighter option**, then the Freedom Fighter should state that the student is dependent on him/her and that the student is **his/her nominee** and a certificate issued by the **Collector's Office at Bandra or VT** to that effect should be submitted.

D] If you are ticking Wards Servicemen and Ex-Servicemen option –

For Servicemen – Certificate issued by District Sainik Board

For Ex-Servicemen – Service certificate and copy of Identity Card

E] For Handicapped category – Obtain certificate from Civil/Municipal Hosp. or Sion Hospital.

F] NCC/Scout, Intermediate Drawing cert., Sports Cft. will be **considered only for Bifocal admission**. Additional Marks are as follows-

NCC/Scout +5 mks

Intermediate Drawing +5 mks

Sports[State Level] +3 mks

For other certificate details refer the booklet

**3] Option Form (Part II) – (Can be filled by you at home only after the Principal confirms your Part I form)**

A] Option form will be enabled 7 days before the SSC Results.

Keep checking the admission site for the same.

B] The **Option Form**, only the **students should Confirm / Submit**.

**The Principal cannot access your Option Form. It can be edited only at the Guidance Centre.**

To apply in Science stream, student should have scored minimum 40 % in Science Best of Five – Choose any 5 subjects out of six subjects from Group I and Group II only.

You may not include science marks in Best of Five and yet you can apply for Science stream

Inclusion of English marks in Best of Five is NOT compulsory

C] Students applying for Bifocal Streams must apply for General streams also.

- Note- If you choose Bifocal, then all medical options [MHCET-PCB], Biotechnology and Biological Engineering options will be closed for you after XII.
- If you wish to get in Bifocal stream only, select all subject options for that stream.
- If you wish to pursue a particular college irrespective of the subject, then select the same college code in both the streams.
- For Commerce Bifocal Stream, apply for all ward colleges as the options are limited.
- Hint – Choosing Bifocal, in a way means you get more betterment options
- Bifocal is only for Science & Commerce streams.
- Bifocal Science consists of subjects – Computer Science, Electronics, Electrical Maintenance, Mechanical Maintenance, Scooter & Motorcycle, General Civil Engineering.
- Bifocal Commerce consists of subjects – Banking, Office Management, Horticulture, Fish Processing, Commerce marketing, etc.

D] Kindly select the compulsory and optional subjects after confirming from the respective colleges only.

#### **4] College Code –**

Use Search button located on right hand side of the screen, choose from list of various boxes of Faculty, Zone. Click Search button.

Again choose from boxes -Ward, Medium, Subjects, College Status, College Type, and Search. You will get a list of colleges. Simply copy the college code and paste it in the option form. Automatically the other options will get filled.

**5] Area Preferences Selection** – It can be on the basis of the location of your house/ selected colleges/area of the colleges not selected due to high cut offs, but required by you.

**6]** The college allotted to you may be in the order of merit / colleges selected by you/streams preferred by you/ areas preferred by you/ closest area as per the PIN Code of your residence.

**7]** As soon as the merit list is out, take admission in the college offered by paying Rs. 50 and submitting the printed form and original certificates.

If you are allotted college of your first preference, then you will not have any betterment option [2<sup>nd</sup> seat in the next choices given by you in the form] in the same and in any other stream also.

If you get a betterment option, go to the college where you took admission earlier, take back your documents submitted and go to the other college and secure admission.

**8] At the end, student will have to confirm / submit entire [Part I & II] form, print two copies - one to be submitted to the school and the other to be retained by you.**

Eligibility Certificate  
(For change of Board)

You will have to obtain it from the Dept. of Education, Vashi.  
Address – Sector 26, Plot No. 27, Vashi  
Tel No.- 27881075 / 77 , 27810088 , 27660945  
Bus No. 524 from Borivali Stn.

The form is to be submitted in the college where you are securing admission

**Note :**

Last year's cut off percentages listed in the Booklet are out of 550.

To see last year's cut off percentages capacity etc - You can search through the website. (Click on Applicant & Parent tab - Click on List of colleges link – Select category, Zone, ward etc and click on Search button)

Last year's cut off percentage benchmark – 473 / 550

You can search for information on Guidance center, List of colleges etc. (Click on link 'Tell me Zone & Guidance center) But to enable viewing it, you will have to install software 'Silverlight'. (You may download through the website itself)

If a college is having Science and/or Commerce and/or Arts stream, it has different college code for each stream. Those applying for Science as well as Commerce stream in the same college should enter the appropriate college code and in the order of preference. (college wise, stream wise, or mix)

For General substream – the colleges you choose in MMR, Zonewise and Wardwise should be different.

Also the system will consider your preferences in the order – first the ones in MMR, then the ones in Zonewise and then the ones in Wardwise

LD students can apply in Handicapped category

Retain your original login id and password till the end of the admission process.  
Come with your Booklet & relevant certificates every time you visit the school

The last date of submitting the online forms (Part I & Option form) will be announced after the SSC results are declared.

**To Submit the completely filled Part I On Line form –**

Visit the school with your Booklet,  
Marksheet & relevant certificates  
on any of the following days :

**17th June - 2:00 to 3:00 p.m.**

**18th June – 9:00 a.m. to 12:00 noon**

**20th June – 2:00 – 3:00 p.m.**

**Venue – 3rd Floor Computer Lab**

Collect the forms signed by Principal Ma'am on 21st June from the school office between 9:00  
a.m. to 12: 00 noon

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