

Instructions to Applicants for filling online Application form (2024-2025)

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

Before starting online application, Applicants must pay an application fee of **Rs.1000/-** through **SB Collect facility of State Bank of India (Google Pay/Phone Pe/Net Banking/Debit Card/Credit Card payment option is available under SB Collect facility)**. After successful payment applicants will get SB collect reference number. Applicants must enter the SB collect reference number and Date of payment in the online application form. Also applicant must download the PDF or screenshot of e-Receipt for State Bank collect Payment and the same must be uploaded in the online application form.

(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.

- SB Collect Reference Number for Application fee of Rs.1000/-. Applicants must upload PDF or screenshot of e-Receipt for State Bank collect Payment in the online application form.
- 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 2024.
- 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 Score Card. (pdf/jpg/jpeg format and size must be less than 1 MB).
(Not Mandatory)
- 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 Candidate ID (Roll No), NATA score (**Not Mandatory**) 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 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 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 9446175472 or email to barchadmission@mcap.edu.in

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