## The steps involved for E-Counselling are given below:

### E-Counselling Process || 2022 Applications

**STEPS TO FOLLOW**

| STEP 1 | → | Login to Application Portal |
| STEP 2 | → | Click on "Admission Portal |
| STEP 3 | → | Educational Details & Doc. Upload |
| STEP 4 | → | Program Preference |
| STEP 5 | → | Confirm & Submit |
| STEP 6 | → | Doc. Verification |
| STEP 7 | → | Program Allocation |
| STEP 8 | → | Accept the allocation and fee payment |
| STEP 9 | → | Download Provisional Allotment Letter |

**Step 1- Login:** Login to the Online Application portal in the given link

**https://applications.srmist.edu.in/hcma**

**Applicant needs to key in his login credentials (User name and Password) to login to his dashboard**
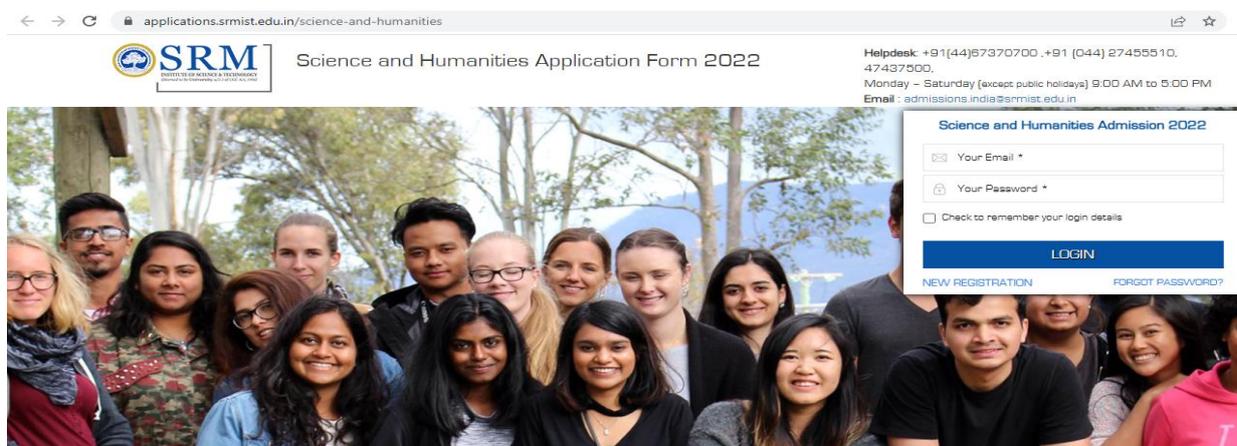


**Step 2 –** Applicant would be able to see **"Admission Portal"** Button against their application form, he or she can press the button to access his admission portal.
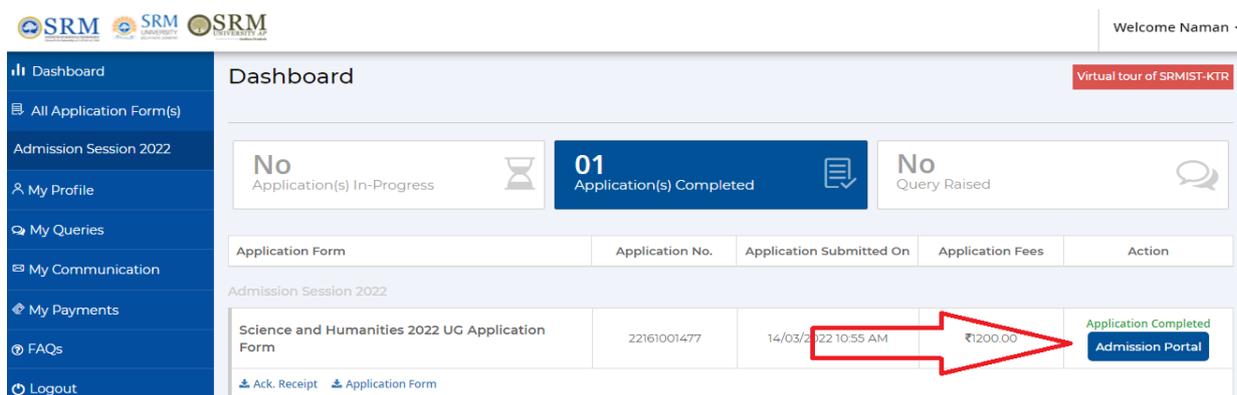


**Step 3 – Entering Educational Details & Documents Upload:** Required documents to be uploaded (X, XI & XII mark sheet). XII mark sheet only for passed out students. Students appearing for XII examination to mention the subjects, for which they are appearing.
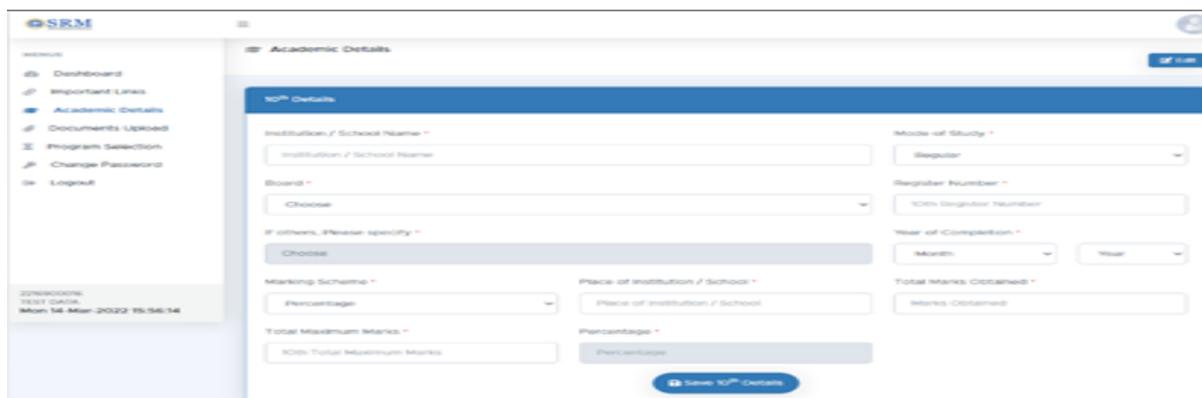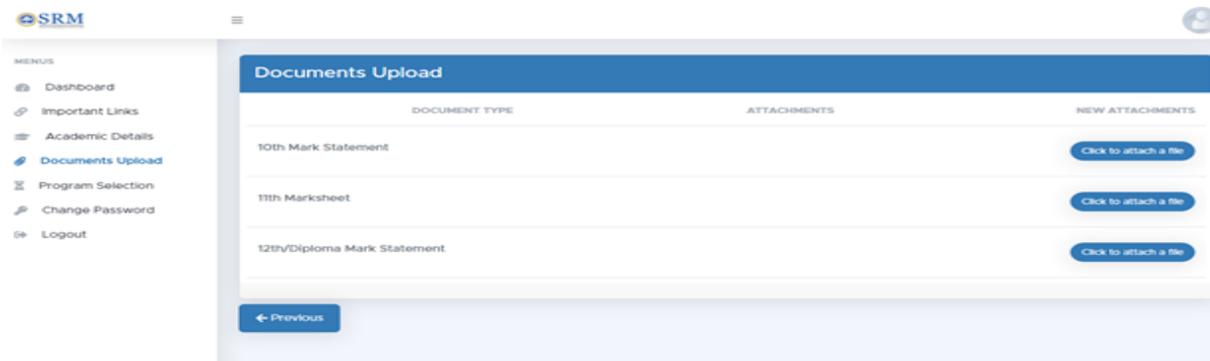
**Step 4 – Programme Preference:** After uploading documents, select the programme of your choice as per eligibility norms. Please note that you can change your preferences till you click the CONFIRM button. Once confirmed it is NOT possible to modify the preference.
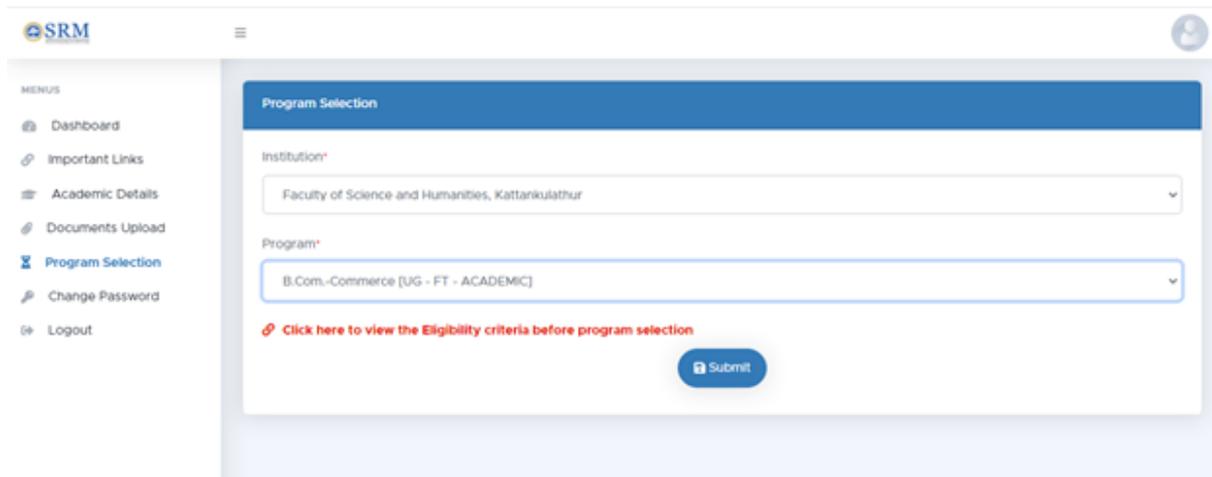


**Step 5 – Confirm & Submit:** Candidates are requested to verify the educational details and program preference prior to confirm and submit. After confirming the preference, wait for the admission committee to verify the uploaded documents (4-5 days)
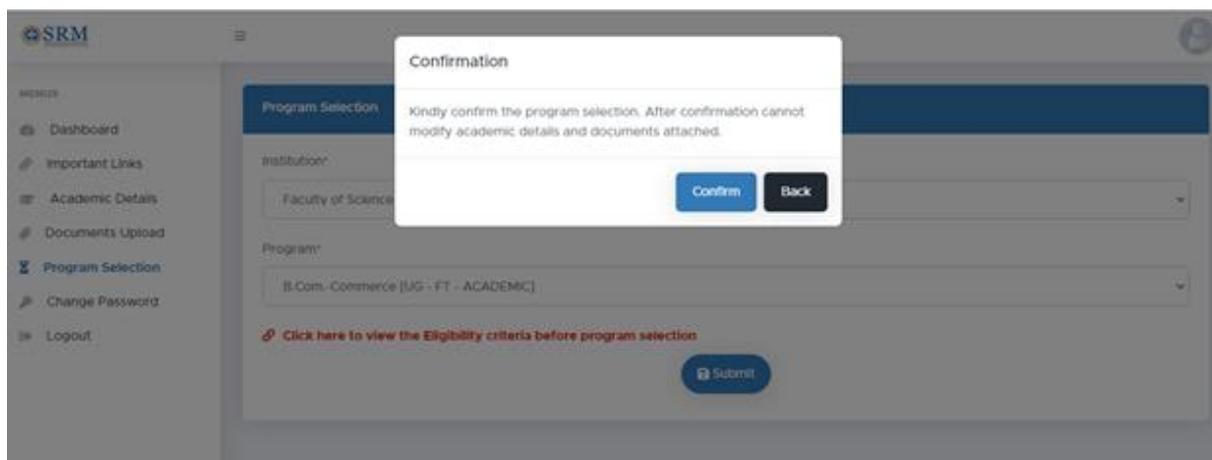


**Step 6 - Document Verification by Admission Committee:** The Admission Committee will scrutinize the uploaded documents and determine your eligibility for admission to the programme.The decision of the Admission Committee on eligibility will be final and binding.

**Step 7 – Allotment by Admission Committee:** Allotment of seat will be based on the eligible criteria and availability of seats. The seat will be allotted PROVISIONALLY based on the above criteria. The allotment will be displayed in Online Admission Portal.

**Step 8 – Accept the Allotment & Fee Payment:** Click "I accept the allotment", you will be allowed to pay the counseling fee (Registration fee + part of tuition fee) via NET Banking facility. **The last date of balance tuition fee will be announced later.**



**Step 9 – Fee Receipt & Provisional Allotment Letter**



**Important Note:**

1. The admission is subject to (a) Satisfying the minimum eligibility criteria as stipulated for the respective programs. (b) Producing all original certificates and other documents during enrollment for verification, and (c) payment of Registration and full Tuition fees.

2. The Registration fee is **Non-Refundable and Non-transferable under any circumstances.**

3. For Eligibility details refer https://www.srmist.edu.in/admission-india/science-and-humanities/admission-procedure-eligibility

4. Tuition fee varies with program and campus. Refer https://www.srmist.edu.in/admission-india/science-and-humanities/tuition-fee for details.

Please feel free to contact helpdesk **(044) 67370700, 27455510, 47437500** for any further clarification or Email to admissions.india@srmist.edu.in.

**With Best Wishes.**

*Director, Admissions*