



ST. XAVIER'S COLLEGE, JAIPUR

Affiliated to the University of Rajasthan
Approved under Section 2(f) and 12(B) of UGC Act, 1956

Important Instructions for First Year Applicants (UG and PG)

1. Fill the online admission form by providing all the necessary details
2. Pre-requisites to fill the Online Admission Form:
 - a. *Digital/scanned copy of Passport size photograph and signature in .JPG format (size limit 500kb & 300 kb respectively) (Do Not upload Selfie)*
 - b. *Digital/scanned copy of Class X marksheet in .JPG format (size limit 256Kb). **For UG***
 - c. *Copy of Aadhar .JPG format (size limit 256Kb)*
3. If a candidate has appeared for class XII from the board other than CBSE/CISCE/Rajasthan Board/NIOS then please check the University equivalence from the PDF file provided for other boards
University Equivalence List- <https://www.uniraj.ac.in/index.php?mid=115>
4. If candidate has appeared for class XII from the board other than CBSE/CISCE/Rajasthan Board/NIOS then other board eligibility is 60% aggregate in XII Std
5. Submit the application form after the complete preview of the form
6. **In case you are unable to submit the Admission Form due to fee payment issue,**
 - a. *Wait for 24 hours for the same to be activated.*
 - b. *Call 9828726366/ 9571077348 for assistance (9.00 a.m. to 3.00 p.m.)*
 - c. *Call 9680791955 for technical assistance (9.00 a.m. to 3.00 p.m.)*
 - d. *Forward your payment receipt to admission@stxaviersjaipur.org*
7. **Last date for submission of Undergraduate Admission Form (Phase-I) is 4th May 2023, till midnight**
8. Last date for updating the marks of XII class (after the declaration of result) on the online Admission forms: **31st May 2023, till midnight or within ten days after the declaration of the board exam result, whichever is earlier**
9. **UG Admission will be in two phases:**
 - a. **Phase I** – Direct Admission (Provisional) for meritorious students on a first-cum-first serve basis to reserve the seats in the respective course. One third of the total seats will be filled by calculating the merit ranking based on **X marks**. The Phase-I provisional admissions will be announced on the **6th May 2023. This provisional admission will be confirmed as the final admission based on submission of admission fees and upon securing at least 60% for (BA (HONS)English, Psychology, Political Science, BA (pass course), B.Sc. (pass course), B. Com, BCA), 75% for (BA(HONS) Economics and 70% for BBA, in the XII class board result (as and when it's declared). Otherwise, the provisional admission stands canceled/annulled**

- b. **Phase II** – The remaining seats (2/3rd) will be filled by the merit list as per the actual board exam results. Merit list will be prepared according to class XII marks entered/updated in the online admission form (UG only). The Phase-II provisional admissions will be announced **within two weeks after declaration of class XII board exams** . *This provisional admission will be confirmed as the final admission based on submission of admission fees and upon securing at least 60% in the XII class board result (as and when it's declared). Otherwise, the provisional admission stands canceled/annulled*
10. **PG Admissions** will be Direct Admission based on merit and provisional admissions will be announced in the third week of July 2023. If final year exams are due then the combined average marks of first and second year will be the criteria for admission
 11. First merit/cut off list for UG will be published in **the second week of July at 09.00 a.m. [Important Dates]**
 12. **For any admission and form related query please contact 9828726366/ 9571077348 (9.00 am to 3.00 pm) or email to admission@stxaviersjaipur.org and technical query for form and fee payment please contact 9680791955 (9.00 a.m. to 03.00 p.m.) or email to accounts@stxaviersjaipur.org**
 13. The admission timeline is subject to change as per the declaration of board exam results and any decision taken by the college management will be final and binding
 14. **Incase if the seat is left vacant in another course the candidate may be considered for the second preference of the course**