General Guidelines for Authorized Centers

1. The admission process is completely online and hence, functionality for printing of application form has not been provided.

2. You may keep few paper copies of prospectus ready in the center so that applicants and their guardians may refer to them, if required.

3. Applicant will provide his/her required documents for scanning. Ask him/her to provide original documents.

   i. Specifications for Scanned Images:
      a) Resolution: 100 dpi
      b) File size: 500 kb (Document)
      c) **.pdf** format
      d) Must be legible(readable)
      e) File Size: 50kb (Photo)
      f) File Size: 50kb(Signature)

   ii. MCAER has approved rate of Rs 5/- per page for scanning.

4. After scanning do remember to hand over all the original documents to the applicant.