Admission Desk

Welcome to HSNC University admission desk for Undergraduates students. Here, Students will be able to apply for their admission form for their desired course and colleges as per their choice.

Admission Circular is visible on the Dashboard. Student can view or download the circular if they wish too.

Here is the process of Admission

STEP 1: Registration

STEP 2: Personal Information

STEP 3: Educational Details

STEP 4: Documents Upload

STEP 5: Select Preferences

HSNC UNIVERSITY, MUMBAI (A STATE PUBLIC UNIVERSITY)

Contact Us: ✉ hsnc@admissiondesk.org

New Registration   Login

Pre-Admission form link is Live.

📖 News

○ Candidates seeking admission to LLB Program, kindly select "Post Graduate" while registration in the Admission Type

❓ Help

○ Application Form Fees & pre-login process video
○ UG Post-login process video
○ UG Application Form Process HSNCU 2025-26
○ PG Post-login process video
○ PG Application Form Process HSNCU 2025-26
○ PHD Post-login process video
○ PHD Application Form Process HSNCU 2025-26

- Applicant needs to enter the Name as per their 12th Grade Marksheet.

- Contact details should be correctly updated as the applicant will be receiving the PIN & Serial number on the contact details.

- PIN will be sent across to you on the applicant registered email address & contact number, Applicant can check in their Inbox, Junk or SPAM folder.

- Admission Type should be selected as per the course they are applying. For example, If the student is applying for UG (Under graduation / bachelors) degree then they have to select UG and for PG (Post graduation / Masters) then they will have to select PG.

On the successful payment, the PIN & Serial number will be sent to your registered email address & Contact Number, Kindly check your Inbox, Junk & SPAM folder.

Please note, No Changes will be done in the NAME OF THE STUDENT post making the Admission Fee Payment.

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Admission Desk

STEP 1: Registration

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Online Application Form Fees

Application form fee to generate pin number, Enter Your Basic Details.
👉Fees Amount FOR (UG/PG)1000/- Rupees.
👉Fees Amount FOR PET(1500/- OR 2000/-) Rupees. (Depending on eligibility)

Full Name as per Marksheet*

Name

Enter your name exactly as mentioned on your XIIth/Graduation marksheet.

Mobile No*

Mobile No

Mention active mobile number to receive PIN number

Email*

Email

Mention valid email address to receive PIN number.
After successful payment, if you can't find email please check your spam or junk mail folder.

Admission Type*

✓ UG(Under Graduate/Bachelors)
PG(Post Graduate/Masters)
PHD

Pay Now

Students will be able to check the Registration tab on the Right hand side of the page. Once the applicant clicks on the Registration Tab, they will be directed to registration page where they need to fill up the information.

- **Full Name as per Marksheet** - Student will have to enter their full name as per their 12th Grade marksheet. (Please note, the same name will be displayed in your admission form and it can not be edited).

- **Mobile No -** Student will have to update their active mobile number as they will receive all the communication and notification about their admission application.

- **Email Address -** Student will have to update their active Email Address as they will receive all the communication and notification about their admission application.

- **Admission Type -** Here, the applicant has to select the Admission type such UG or PG. If the student is apply for their Bachelors Degree then they will have to Select UG - Undergraduate / Bachelors from the drop down. If the student is apply for their Master's Degree then they will have to Select PG - Postgraduate / Master's from the drop down.

(Please note that, Once you select the admission type, there won't be any changes done).

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Kindly cross check all the entered information, Once the student is sure with the same. They can click on PAY NOW to proceed ahead and they will be re directed to Payment Gateway page.

Student will have to input all the information in regards to payment and select the mode of payment.

All the payment related information will be mentioned on the Right hand side of the page, The Admission fee will be Rs. 1000.

If at all there are any instances wherein, Payment is deducted and the applicant has not received the PIN Number, The amount will be auto reversed from the bank and the applicant has to proceed with new payment with alternate payment mode.

Post making the payment, Student will be able to download the payment receipt from the payment successful page.

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Admission Desk

☆

Thanks for your order, qwe!

———

Order # 800017
CCAvenue Reference # 113119285871
Order Date 22/12/2023 15:00:08

Hey qwe,

Thank you for your order from https://hsncuniversity.admissiondesk.org
For your convenience, we have included a copy of your order below.
The charge will appear on your credit card / Account Statement as
'www.ccavenue.com'

🗎 Billing Details
Name:
Phone #:
Email:
Address:
Customer IP:

🗀 Payment Method
Pay Mode:
Card #:
Amount:

✈ Shipping Details
Name:
Phone #:
Address:

Order Amount:	INR	
Transaction Fee:	INR	
Net Payable:	INR	

Instruction for Application of Admission Form

- All the details entered by the student will not be changed in any circumstances.
- Wrong Information can lead to rejection of your application form
- Caste, Sub Caste and Category certificate is mandatory
- In case any Religion, Caste, Sub Caste or Category not mentioned in the drop down, they need to select Others.

Let us now understand the process of Admission Application Form.

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○ PHD Application Form Process HSNCU 2025-26

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A STATE (PUBLIC) UNIVERSITY

Login to HSNC University, Mumbai.

Username or email

Password

☐ Remember me   Forgot Password?

Sign In

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Admission Desk

On the Login page, Student will have to click on the APPLY (Right hand side of the page) or they can click on Admission Process (Left hand side of the pane).

PIN Number - The applicant has to enter the PIN Number as the same they have received on their registered email address and contact number. PIN Number is always case sensitive and Alpha - Numeric.**(Use same PIN Number as sent on registered email and mobile number.)**

Email Address – The applicant's Email id will be added by default as per what they have filled during registration.

First & Last Name - The applicant has to enter their First and Last Name.
(Please note, Name Change won't be possible in any circumstances).

Name As Per Last Issued Marksheet – The applicant has to enter their name as per the latest Marksheet issued by the Board or University.

Father First Name – The applicant has to enter the first name of Father.

Mother First Name - The applicant has to enter the first name of Mother.

Gender - The applicant will have to select the gender from the given options.

Date of Birth *	Blood Group *
10/10/1997	A+
Name As Per Aadhaar Card*	Aadhaar Card Number *
Test	121212121212
Religion *	Admission category *
Hinduism	Sindhi Linguistic Minority
Learning Disability *	Caste Category *
NOT APPLICABLE	General
Nationality *	Place Of Birth *
India	India

ABC ID(Academic Bank of Credit)

ABC ID

If you do not have 'ABC ID', Please click on link:
https://digilocker.meripehchaan.gov.in/signup/ to create ID

Date of Birth - The applicant has to select the date of birth from the calendar. (Please note, DOB won't be changed post submission of the form)

Blood Group – The applicant has to select from their Blood group from the drop down.

Name As Per Aadhaar Card – The applicant has to enter their name as per the Aadhaar Card.

Aadhaar Number - Aadhaar is a 12 digit individual identification number issued by the Unique Identification Authority of India on behalf of the Government of India. Here, Aadhaar Card number should of the applicant.

Religion -The applicant has to select the religion from the drop down. If the religion is not mentioned in the list then kindly select OTHERS. If the student select Other, the they will have to manually update their Religion.

Admission Category – The applicant has to select their admission category from the drop down. For example if the student is Sindhi, then they need to select Sindhi Linguistic Minority.

Kindly note, Selecting admission category as Sindhi Linguistic Minority or Reserved (ST, SC, NT, OBC) would require to submit caste certificate, which the student will have to upload in the documents section on 4th step.

Learning Disability – If the applicant has any learning disability, they can select from the drop down or they can select "Not applicable". (If any disability is not listed in the drop down, they can select "other disability")

Caste Category – The applicant has to select their cast from the drop down.(If their caste is not listed, they can select "Others").

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Nationality - Nationality is the status of belonging to a particular Nation/Country. The applicant needs to select their Nationality from the drop down.

Place of Birth - The applicant has to enter their Birth country by selecting the same from the drop down.

ABC ID (Academic Bank of credit) - Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey.

If you do not have 'ABC ID', Please click on link: ABC ID Generating link to create ID

Correspondence Address:

Address – The applicant has to mention the address on which they want to receive all communication.

Pin code – The applicant has to enter the Pin code associated with the above address.

City – The applicant needs to enter the City Name associated with the above address.

State – The applicant needs to enter the State associated with the above address. (Once the applicant enters a valid Pin code, the City and State will be auto detected)

Is your permanent address same as correspondence address – If the Permanent address of the applicant is same as Correspondence Address then the applicant has to select "Yes" else they can select "No". (If the applicant selects "Yes" then the "Permanent Address" section will be auto filled)

Permanent Address – Here, the applicant needs to fill their Permanent Address

Address - The applicant has to enter their Permanent Address

Pin code - The applicant has to enter the Pin code as per their Permanent Address

City - The applicant has to enter the City as per their Permanent Address

State - The applicant has to enter the State as per their Permanent Address. (Once the applicant enters a valid Pin code, the City and State will be auto detected).

Mobile Number – The applicant needs to enter their active mobile number as they will get all communication on this number

Parent/Guardian Number – The applicant needs to enter their Parent/Guardian valid Number

Family Annual Income – The applicant needs to enter their entire Family's Annual Income.

Once all the details are checked and verified by the applicant, they can click on "Save and Next"

Admission Desk

STEP 3: Educational Details

In which year, are you seeking admission? - The applicant has to select which year they are seeking the admission into. If the student is applying for first year Degree College then they will have to select 1st Year. If the student is applying for Second Year Degree College then they will have to select 2nd Year.

SSC or 10th Standard Marks - The applicant has to mention the SSC marks details as per their Marksheet.

- If the student has completed the 10th Standard in Grading system then they will have to convert the grades to percentage and enter the same. To help, Grades to Percentage letter has been uploaded once you select GRADE as an option *
- The applicant has to enter Marks Obtained Out of Total Marks and system will auto calculate the percentage.
- If the Applicant has selected Grade as an option then they have to mention Grade and input the percentage as per the conversion.

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Marks -

Select Grade Or Marks *Input total of all subjects (Best of 5 marks is not considered).

🔵 Marks ⚪ Grade

Marks Obtained *

Obtained marks

SSC Marks are required

Out Of *

Total Marks

Out Of is required

Percentage *

0

Grades -

SSC Details

Select Grade Or Marks *Input total of all subjects (Best of 5 marks is not considered).

⚪ Marks 🔵 Grade

Grade *

A

Percentage *

90

Grade Conversion

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🔔 0

- 🏠 Dashboard
- 📋 Admission Process
- 🎫 Ticket

HSC Details

Are You Inhouse Student?
⚪ Yes ⚪ No

Board Name *
Board Name

Passing State *
Select state

Passing Year *
Select Year

Passing Month *
Select Month

Seat NO. *
Seat number

HSC Passing Stream *
Select stream

Result Status *
Select Result Class

No of Attempts *
No of Attempts

Select Grade Or Marks *Input total of all subjects (Best of 5 marks is not considered).
⚪ Marks ⚪ Grade

Percentage *
Percentage

[Previous] [Save & Next]

HSC Details

Are you In-house Student? - Here, the student will have to select Yes or No, If they are in house student for HSNC University affiliated college then they will have to select YES and select the college name from the drop down options.

If the student has selected NO, then they will have to manual enter their college name.

Board Name – The applicant has to enter their Board Name from where they cleared their HSC (They can refer to the Marksheet)

Passing State - The applicant has to input the Passing State, where the college is located. For example, if the student has completed their 12th Standard from any college in Maharashtra then passing state will be Maharashtra. (They can select from the drop down)

Passing Year - The applicant has to select the passing year from drop down. (Student can check their Passing Year from their Marksheet)

Passing Month - The applicant has to select the passing Month from drop down. (Student can check their Passing Month from their Marksheet)

Seat No. - Here, the student will have to input their Seat No. mentioned on the Marksheet.

HSC Passing Stream - The student have to select the Stream of their study from the drop down.

Result Status - The student will have to select the Result from the drop down as it will be mentioned on the Marksheet.

No. Of Attempts - The student will have to select the number of attempts from the drop-down. If the student has cleared their HSC in first attempt then they need to select 1 and if they have completed in 2 attempts then they will select 2.

Admission Desk

Please note, ALL THE SUBJECTS WILL BE INCLUDED, BEST OF 5 SUBJECTS TOTAL OR MARKS WILL NOT BE CONSIDERED.

If the student has completed the 12th Standard in Grading system then they will have to convert the grades to percentage and enter the same. To help, Grades to Percentage letter has been uploaded once you select GRADE as an option *

They need to mention the Grade such as A, B, C, D, etc. And their converted percentage.

If the student has selected Marks, Then they will have to enter total Obtained marks and out of total. For example, they have secured 567 out of 600. They will have to mentioned 567 (Marks Obtained) and 600 (Out of total).

Marks -

○ Marks ○ Grade

Marks Obtained *
567

Out Of *
600

Percentage *
94.5

In which year, are you seeking admission? *
Select Admission Year

Grades -

Grade *
A
Grade Conversion

Percentage *
90

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Entrance Marks Details

Entrance Marks Details

Entrance Exam *

Not Appeared   ✕ ▾

Previous   Save & Next

Entrance Exam - Entrance Examination is the mode for getting admission into various undergraduate, post graduate and professional degree course.The student will have to select CET from the drop down list available. Students who haven't appeared for any entrance, they need to select Not Appeared.

For the students appearing for Bachelor of Management Studies (BMS) & Bachelors of Business Administration (BBA), CET scores are compulsory.

Entrance Passing Year - The student has to mention their entrance passing Year from the drop down. They check their Marksheet for the same.

Entrance Score – Now the student has to mention the "Entrance Score" of the entrance examination. They check their result of the entrance scores.

** Once all the information updated are cross verified by the applicant they need to click on SAVE & NEXT **

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STEP 4: Upload Document

Personal Details · Educational Details · Documents · Select Preferences

INSTRUCTION :

1. The maximum file size of each document should not exceed 5MB.
2. Photograph & Sign should be uploaded in jpg, jpeg & png format ONLY & it should not be older than 6 Months. Size should be of 4 X 6 CMS.
3. Applicants need to upload high resolution, clear & legible documents with plain & clear Background. Unclear & Blur documents will not be accepted.
4. Students need to upload the HSC / 12th Grade result in the marksheet tab.
5. Marksheet can be original or computerized. The Maximum size of each file should not exceed 5MB.
6. Students can upload the files only in the given file format I.e., jpg, jpeg, png & pdf format.
7. Students can click on the EYE button to view the application.

Photo *
Choose File   No file chosen   Upload

Sign *
Choose File   No file chosen   Upload

HSC Marksheet *
Choose File   No file chosen   Upload

Caste Certificate *
Choose File   No file chosen   Upload

Document Type	View	Delete

[Previous]   [Save & Next]

INSTRUCTION

- The maximum file size of each document should not exceed 5MB.
- Photograph & Sign should be uploaded in jpg, jpeg & png format ONLY & it should not be older than 6 Months. Size should be of 4 X 6 CMS.
- Applicants need to upload high resolution, clear & legible documents with plain & clear Background. Unclear & Blur documents will not be accepted.
- Students need to upload the HSC / 12th Grade result in the marksheet tab.
- Marksheet can be original or computerized. The Maximum size of each file should not exceed 5MB
- Students can upload the files only in the given file format I.e., jpg, jpeg, png & pdf format.
- Students can click on the EYE button to view the application.
- Students who have selected Admission Category as SINDHI LINGUSTIC MINORITY or Reserved category, they need to upload their caste certificate.

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Photo - The student will have to upload their recent photograph. It should not be older than 6 Months. File format should be jpg, jpeg or png. Size should be of 4 x 6 CMS.

Sign - The student will have to upload their signature on the white background and the size should be 4 x 6 CMS. The supported files are jpg, jpeg or png.

HSC or 12th Grade Marksheet - The student will have to upload the passing Marksheet for 12th Grade or HSC. The supported files are pdf, jpg, jpeg or png. The maximum size of the file will be of 5 MB.

Caste Certificate : The students who have selected any other admission category as "Sindhi Linguistic Minority" or Reserved Category, they will have to upload the caste certificate.

Please note, If the students who do not have the Original Marksheet from the college, they can upload the computerized result marksheet as well.

While uploading the files, Student will have to click on Choose File then they will have to select the file and click on upload to save it to the form.

They can view and delete the file from the uploaded document section.

Once the applicant is sure about all the details, they can click on **Save & Next** to proceed ahead.

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STEP 5: Select Preferences

Here, the applicant will be able to select their choice of preferences in the terms of college and courses.
1. The applicant can select the course and click on Search to get all the college who are offering those courses. For example, If the student select Bachelors in Commerce then all the colleges where Bachelors in commerce is offered will be displayed.
2. The applicant can select the college and all the courses which are offered by that specific college will be displayed.
3. If the student is looking for specific course from specific college then they can select the course and college respectively and click on Search to get the results.
4. If the student is looking for Bachelors in Science, They need to select the course groups which are offered by the college.
5. If the student is looking for Bachelors of Arts, They need to select the course groups which are offered by the college.
Once the selection of the course and college is done , To add the preferences, student will have to click on '+' SIGN to add the course and college as their preference.
Once the Preferences are finalized by the student, They need to click on SUBMIT the application.

Programs you want to apply for (To add program click +)

Course Name
Bachelor of Education

College Name
Select College Name

Group Name
Select group name

College Type
Select College Type

Click here to search programme   Filter By Your Choice   Reset

Add Colleges	College Code	College Name	College Type	Course Name	Group Name	Degree	Medium
+	4	Bombay Teachers Training College	Non Autonomous	Bachelor of Education		Bachelor	English

Here, the applicant will be able to select their choice of preferences in the terms of college and courses.

1. The applicant can select the course and click on "Click here to search programme" to get all the college who are offering those courses. For example, If the student select Bachelors in Commerce then all the colleges where Bachelor in Commerce is offered will be displayed.
2. The applicant can select the "college name" and all the courses offered by that college will be displayed.
3. If the Applicant is looking for a specific course from a specific college then they can select the course and college respectively and click on "Click here to search Programme" to get the results.

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4. If the Applicant is looking for *Bachelor of Science* OR *Bachelor of Arts* , They can select the "course groups" which are offered by the college by clicking on "Filter by your choice".

5. The Applicant can add Multiple Courses by clicking on "Click here to search Programme" and then click on the "+" icon.

Once the selection of the course and college is done, to add the preferences, student will have to click on '+' SIGN to add the course and college as their preference.

Once the Preferences are finalized by the student, they need to click on SUBMIT the application.

To Search via Course Name - Student can select course from the drop down and they can click on **' Click here to search Programme'**, All the colleges with that particular course will be displayed.

To add those colleges to your preference you need to click on '+' PLUS SIGN

Similarly, If the student wants to select the courses from particular college, then they can select the college name from the drop down and they can click on **' Click here to search programme '**, All the colleges with that particular course will be displayed.

To add those colleges to your preference you need to click on '+' PLUS SIGN

Admission Desk

Programs you want to apply for (To add program click +)

Course Name		College Name	
BACHELOR OF COMMERCE	× ▾	Kishinchand Chellaram College	× ▾

Group Name		College Type	
Select group name	▾	Select College Type	▾

[Click here to search programme] [Filter By Your Choice] [Reset]

Add Colleges	College Code	College Name	College Type	Course Name	Group Name	Degree	Medium
+	3	Kishinchand Chellaram College	Non Autonomous	BACHELOR OF COMMERCE(UNAIDED)		Bachelor	English
+	3	Kishinchand Chellaram College	Non Autonomous	Bachelor of Commerce - Accounting & Finance		Bachelor	English
+	3	Kishinchand Chellaram College	Non Autonomous	Bachelor of Commerce - Banking & Insurance		Bachelor	English
+	3	Kishinchand Chellaram College	Non Autonomous	Bachelor of Commerce - Financial Markets		Bachelor	English
+	3	Kishinchand Chellaram College	Non Autonomous	BACHELOR OF COMMERCE		Bachelor	English

Once the preferences are selected, Student can rearrange the preferences as per their choice from the UP and DOWN options available.

They can delete the college and add new college or course as per their choice.

Once the preferences are added, Student can go back to the previous pages to preview their application and once application is verified and everything is proper and in correct order, student needs to click on Submit to proceed ahead.

Please note, once you submit this form, you cannot make any changes.

The Application can be downloaded and also it will be emailed to your on your registered email address.

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If the student wants to make any changes in the preferences after submitting the form, they can login with the same credentials and make the changes in the preferences.
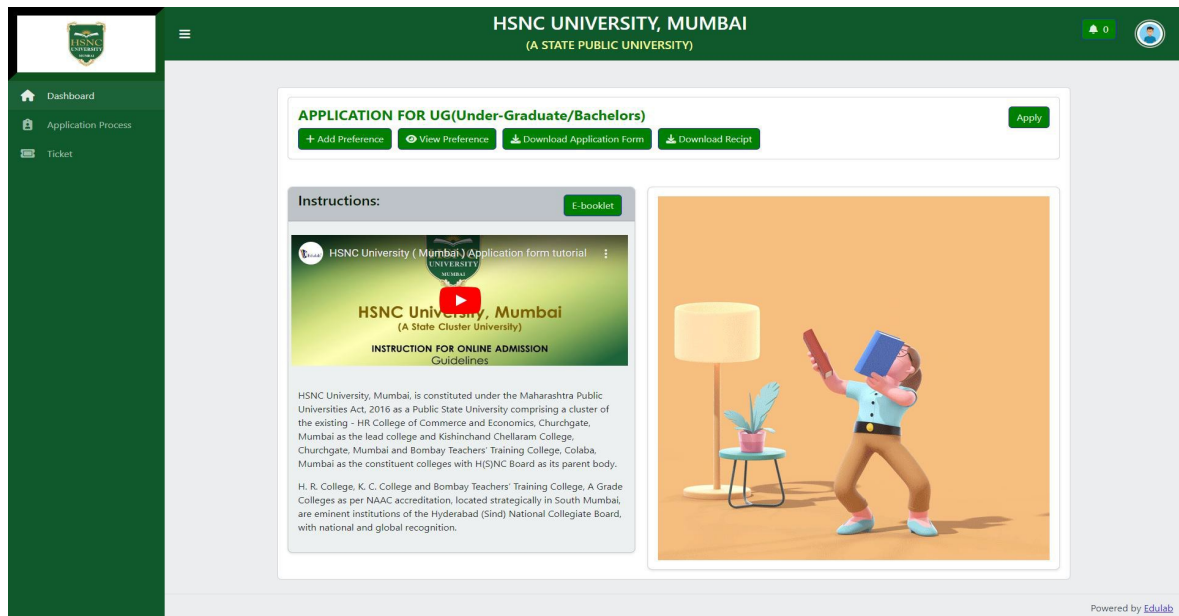
Add Preference : Students can click on the 'Add Preference' tab to add more preferences to their admission application form. Please note, Students can only add preferences, they won't be able to delete or change the sequence of the preferences.

View Preferences : Students can click on 'View Preference' tab to view all the preferences they have selected.

Download Application Form : Students can click on 'Download Application Form' to download the registration form. Registration form will be mandatory at the time of physical document submission at the college.

Download Receipt : Students will be able to download the receipt for the payment made for Admission Application Form.

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