|  |  |
| --- | --- |
| **Note: - 1. Please provide clear passport size photo. Please do not upload selfies**  **2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)**  **3. \* Marks Fields are mandatory to be filled**  **4. Please Keep also the necessary documents ready for uploading in JPG/Pdf format** | |
| Step 1 | Click on the: - <https://mumoa.digitaluniversity.ac/>  To fill Mumbai University online form |
| Step 2 | Click on the: - <https://enrolonline.mastersofterp.in/CollegeHome/Index/PESE>  To fill College online form |
| Step 3 | After link is opened, Click on Register Now  Enter your Email id, contact number, create your own Username and Password and then Click on SubmitYou will get a SMS regarding successful registration with **Username and Password.** |
| Step 4 | **After Clicking on Continue and it will show up menu option for form filling** |
| Step 5 | Enter your proper and correct personal data, and Click on ‘**Save Next'** |
| Step 6 | Fill the address details and click on **save and next**. |
| Step 7 | Enter your Last Qualifying Exam Details (XII). (Please enter the details carefully).and click on **save and next**. |
| Step 8 | Upload all the required documents and click on **save and next** |
| Step 9 | Fill the Subject by selecting subject or subject group and click on **save and next**. |
| Step 10 | Upload Photo and Signature and click on **save and next**. |
| Step 11 | Click on **Pay Now** button to do the registration and pay Rs. 100/-. |
| Step 12 | After **Payment** Click on **PREVIEW** button to check all the details entered by you in the form are correct. If any correction is there then please do the necessary changes and Click on **Confirm Application** |
| Step 13 | After Complete Process is done, Click on **Print Application** to take copy of the form filled also click on the **Print Receipt** to take the copy of Payment receipt |

**Note: ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE BY STUDENT**

**College has not authorized any person to collect the fees in cash.**

**Fee can be paid only via ONLINE mode or at the FEE COUNTER in the college office.**

**IMPORTANT NOTE: -**

In Queries regarding payment issue, where payment is deducted but still shows **“PAY NOW”** option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs (Do not make multiple transactions)
2. For any technical support contact via email:   [siddharth\_asc@rediffmail.com](mailto:siddharth_asc@rediffmail.com)
3. Content of the email should be:
4. Registration number, username and password of the User.
5. Applying for which course, Query the user is facing. Contact Number.