

Instructions for Filling out the Admission Form :BBA

1. Keep These Documents Ready

- Scan copies of your **10th & 12th mark sheets / passing certificate / admit card** (PDF format only)
- Scan copy of **Transfer/Leaving Certificate** from the last institution (PDF)
- **Migration Certificate** issued by the last board/university (PDF)
- **APAAR / ABC ID**
- Scan copy of **ID proof (Aadhaar, etc.)** (PDF)
- **Passport-size photo** (JPG format)
- **Your signature** (JPG format)
- **Parent's signature** (JPG format)
- **Valid email ID and mobile number**
- **Entrance exam details** (if applying through JCECEB counselling)
- **Residential Certificate** (mandatory for JCECEB counselling students)
- **Income Certificate** (mandatory for TFW students)

2. Open the Admission Portal

- Click the given link or scan the QR code to open the portal

3. Verify Your Email

- Enter your email and verify it using the OTP

4. Fill in Your Details

- Enter all required personal and academic details carefully

5. Upload Documents

- Upload all required documents in the correct section
- Make sure files are clear and in the correct format

6. Pay Application Fee

- Pay online using **Debit Card / Credit Card / Net Banking / UPI**

7. Submit the Form

- Check all details once again
- Click **Submit** to complete the application

Important Note

- Fill all details correctly to avoid rejection
- Keep a copy (print or PDF) of the submitted form and payment receipt.



<https://portal.vmedulife.com/public/admission/#/form/rtc-jharkhand/NTY1Ng==>