

GUIDELINES FOR FORM FILLING FOR ADMISSION 2025-26

Note: - 1. Please provide clear passport size black and white 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 also Keep the necessary documents ready for uploading in JPG/Pdf format 5. Once the form is confirmed no changes can be done	
Step 1	Visit College Website: - https://www.lsracheja.org/
Step 2	Click on the: - UG & PG Online Admission
Step 3	After link is opened, Enter your Username, Password, Confirm Password, Mobile Number, Email id, then Click on Register. User this user id and password for login, you will get a SMS regarding successful registration with Username and Password .
Step 4	Select Undergraduate for FY degree application Read the instructions carefully and then click on Continue to proceed.
Step 5	After Clicking on Continue and it will show up menu option for form filling
Step 6	Enter your proper and correct personal data, and click on ' Save Next '
Step 7	Fill the address details and click on save and next .
Step 8	In the Educational details kindly enter your 10th Std & 12th Std details and click on save and next .
Step 9	Upload Photo and Signature and click on save and next .
Step 10	Upload all the required documents and click on save and next
Step 11	Course Selection: Select the course of your choice.
Step 12	Last Qualifying Exam Details: (Enter the University Pre-enrolment Application no.)
Step 13	Upload Document: Check the list of documents from the dropdown. Documents marked '*' are mandatory to upload.
Step 14	Add the Subject by selecting subject or subject group and click on save and next .
Step 15	Click on Pay Now button to do the registration amount payment.
Step 16	After Payment is Successful you will get Registration confirmation .
Step 15	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 16	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

*******ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE*******

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. Upload documents list. 1) SSC marksheet, 2) HSC marksheet, 3) Leaving Certificate, 4) University Pre-Registration Form, 5) Minority Certificate, 6) Academic Bank Credit ID