

# INSTRUCTIONS FOR FILLING UP THE ONLINE APPLICATION FORM FOR ADMISSION TO CAREER ORIENTED DIPLOMA & CERTIFICATE COURSES, LADY KEANE COLLEGE

- Go to [www.ladykeanecollege.edu.in](http://www.ladykeanecollege.edu.in) and download the admission form. The form is fillable and you will just need to type on the blank spaces.
- Open the downloaded form using Adobe Acrobat Reader or you can open it using chrome browser.

**PART - I - COURSE APPLIED FOR**

Name of the course:

Certificate:  diploma:

**PART - II - APPLICANT'S PARTICULARS**

1. Name in full (block letters):

2. Nationality:

3. Date of birth:

4. Religion:  5. Community:

6. Category - ST/SQ/OBC/GEN (please specify):

7. (a) Present Address:

(b) Permanent Address:

(c) Urban:  Rural:  (d) Phone No:

(e) Email address:

8. (a) College currently attending:

(b) Class:

9. Examinations passed:

Examination	Board / University	Roll No.	Year	Division	Percentage

**PART - III - PARENTS/GUARDIAN'S PARTICULARS**

10. (a) Father's Name:  (b) Occupation:

(c) Mother's Name:  (d) Occupation:

11. Name of Local Guardian (if applicable):

12. Address:

Phone No:

3. Fill up all the necessary particulars in the form by typing on the blank spaces and ticking the relevant boxes.

4. [a] Part I - Fill in the name of the course you are applying for and indicate your choice of either certificate or diploma course by ticking in the box

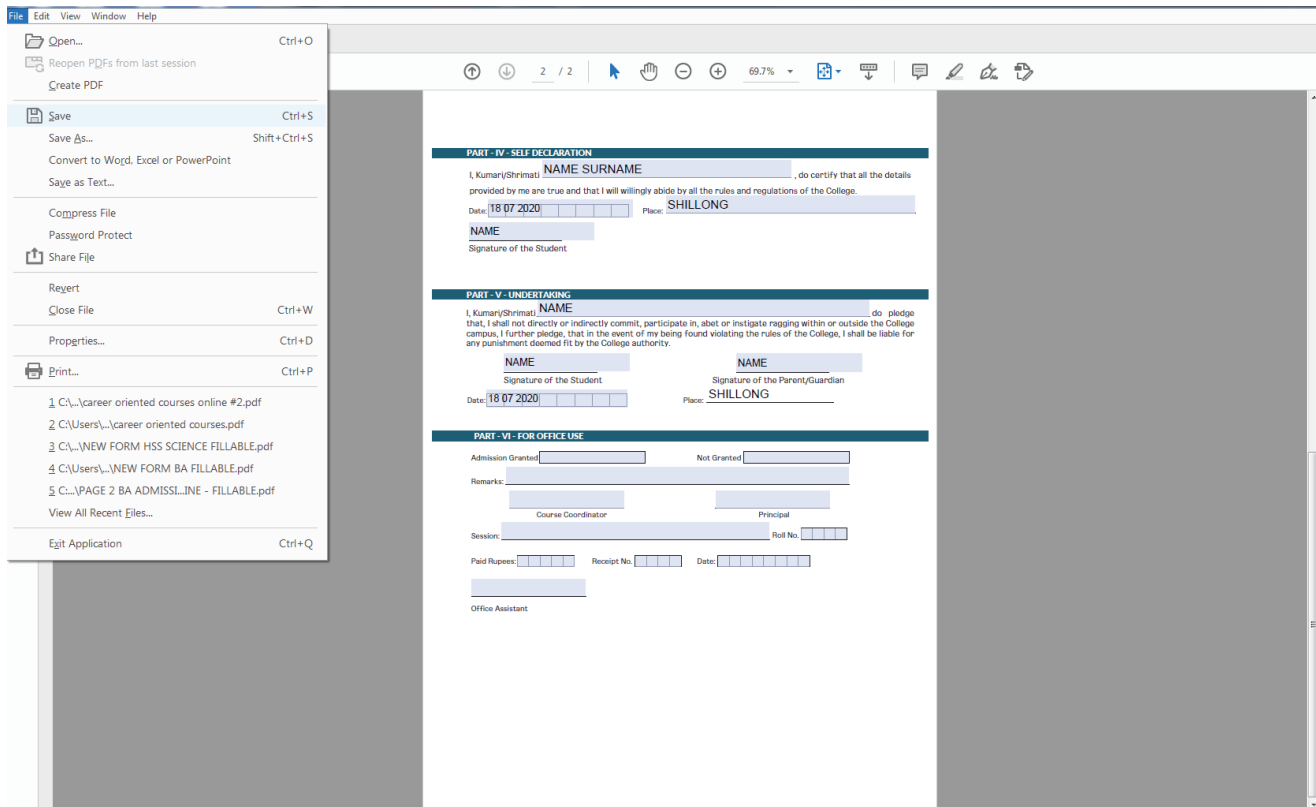
[b] Part II - All the fields from 1 to 8 are compulsory and will have to be filled up. You won't be able to save the form without filling up these fields. in field no 9. fill in the table with the relevant information.

[c] Part III - Fill in the relevant details for field no 10 (a), (b), (c) and (d). Fill in field no 11 only if applicable. Fill either your parents' address or guardian's address in field no 12, whichever is applicable.

[d] Part IV and Part V is also compulsory and all the fields will have to be filled up.

5. Do not make any entries in Part V - this section is for office use only.

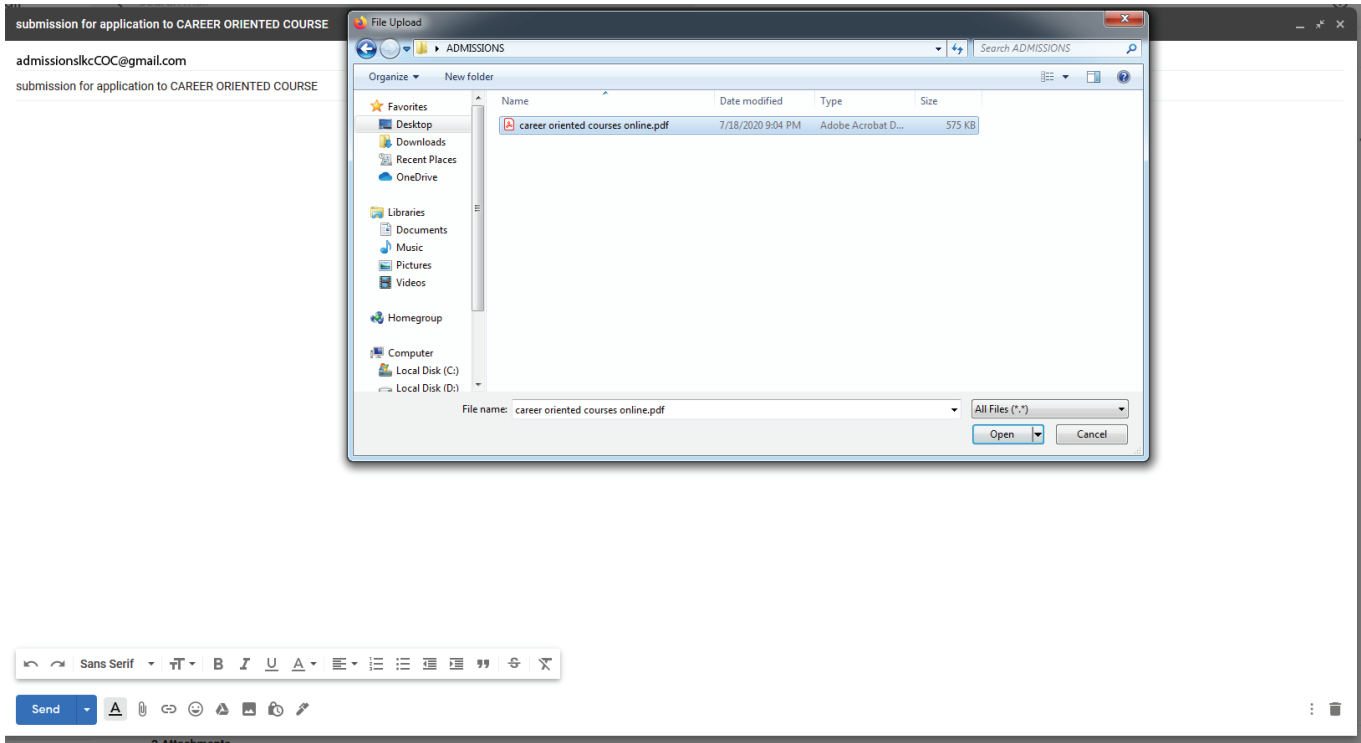
6. When you have finished filling up the form save it, by going to file>save



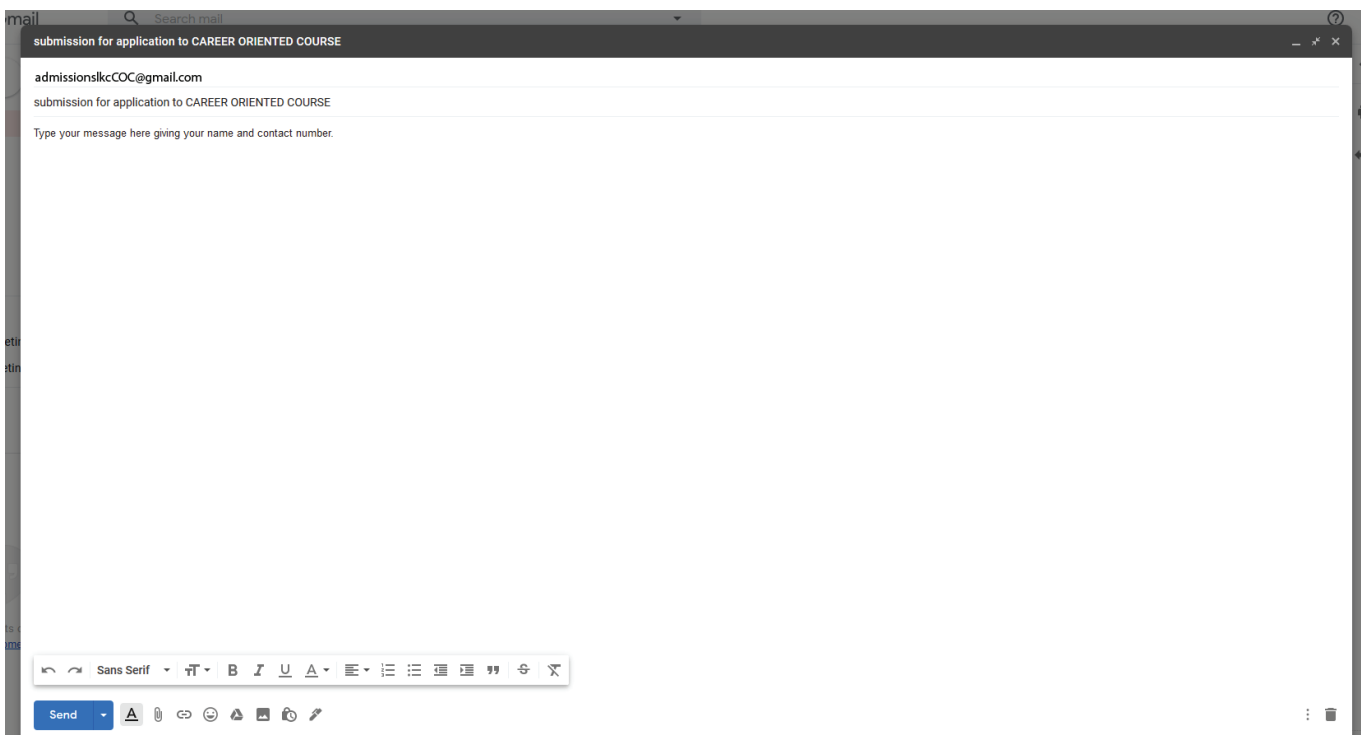
7. Open your email and compose a new mail. Address the email to admissionslkCOC@gmail.com and in the subject field, depending on the course you are applying for, mention the subject as “submission of application form for CAREER ORIENTED COURSE”



6. Attach the application form which you have filled up and saved earlier



7. Type your message giving your Name and Contact Number.



8. When you have finished attaching the form send the email by clicking send.

9. Your application will be immediately processed, if it has been sent during working hours. If it has been sent after working hours, you will receive a reply on the next working day, regarding the status of your application.