



**St. Anthony's College Shillong**

**ADMISSION 2025-26**

**User Manual  
for STUDENTS**

**Steps to follow for filling Up the APPLICATIONS**



**Please READ instructions Carefully**

Candidates applying for the **FIRST time**, please register with **valid Email ID and Contact No.**

## ADMISSION 2025-26

### Important Steps to follow for Registration and Application:

1. Register using valid **Email ID** and Mobile No.
2. Upon successful Registration, you will receive a username and password in your Registered Email.
3. Log in to the portal and provide your Personal Details upon completion click **Save Details** button.
4. Provide Marks of Class X, also provide subjects and corresponding marks of each subjects in Class XII (if available), Aggregate percentage and other information in the **Marks of X and XII Tab**, then click on **Next/Update Marks** button.
5. Upload Scanned copies of your documents (as per specified file size and format; **Passport Photo: 100 Kb, Others : 2 Mb Max** ) in the **Documents Tab**.
6. **Registration to the portal does not guarantee admission.**

### Note

- Those without class XII marksheets, can register but have to update your profile once Class XII results are declared.
- Granting admission to the applied courses and corresponding preferences will be decided by the Admission Committee, whose decision will be regarded FINAL.
- **Please ensure you do not miss any important updates or messages, by verifying that your phone number and email address are correct when you register, and remain consistent throughout the admission process.**

## Registration to SAC Admission Portal

Click here for [Prospectus UG 2025](#)

Click here for [Admission Process 2025](#)

First Name	Middle Name	Last Name
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>
Date of Birth		
<input type="text" value="Enter Date of Birth"/>		
Email	Mobile No. (10 Digits)	
<input type="text" value="Enter Email Id"/>	<input type="text" value="Enter Mobile Number"/>	

**Register**

[Already Registered Click here](#)

**Prospectus and Admission SOP is Here**

## WELCOME TO ADMISSION 2025 PORTAL

### IMPORTANT STEPS TO FOLLOW

1. Register using valid **Email ID** and Mobile No.
2. Upon successful Registration, you will receive a username and password in your Registered Email.
3. Log in to the portal and provide your Personal Details upon completion click **Save Details** button.
4. Provide Marks of Class X and XII, Aggregate percentage and other information in the **Marks of X and XII Tab** then click on **Next/Update Marks** button.
5. Upload Scanned copies of your documents (as per specified file size and format; **Passport Photo: 100 Kb, Others : 2 Mb Max** ) in the **Documents Tab**.
6. **Registration to the portal does not guarantee admission.**

#### Note

- Granting admission to the applied courses and corresponding preferences will be decided by the Admission Committee, whose decision will be regarded FINAL.
- **Registration to the portal does not guarantee admission.**
- **Please ensure you do not miss any important updates or messages, by verifying that your phone number and email address are correct when you register, and remain consistent throughout the admission process.**

### Login to SAC Admission Portal

Click here for [Prospectus UG](#)

Click here for [Admission Process 2025](#)

Email

**Enter Email Id used during Registration**

Password

**For Password, check your email's inbox**

Login

Not registered yet? [Register here](#)

After registration, please login to the portal for **applying** to Courses



- My Applications
- Personal Details
- Marks X & XII
- Documents
- Semster Fees
- Logout

Personal Details

Enter your **Personal Details** correctly

Personal Information

<b>First Name</b> Saurabh	<b>Middle Name</b> 	<b>Last Name *</b> Thapa	<b>Passport Photo</b> 
<b>Email ID:</b> <input type="text"/>	<b>Date of Birth</b> <input type="text"/>	<b>Mobile No.</b> <input type="text"/>	<b>Your PHOTO will appear here after you UPLOAD it in the upload section</b>
<b>Gender</b> Male	<b>Religion</b> 	<b>Caste</b> General	
<b>Community / Tribe</b> Gorkha	<b>CUET Application No.</b> 45696	<b>APAAR ID (if available)</b> 	<b>These are locked data taken from your registration details</b>
<b>Your Blood Group</b> A-	<b>Physically Challenged</b> 	<b>Applying Under Sport Quota?</b> 	

These **TABs** are provided for the ease of navigating between different information required for Admission.

Candidates Applying Under **SPORTS QUOTA**

Candidates applying for seats through **SPORTS QUOTA** (International / National / State Level), are requested to take a screenshot of the application, print it (Hardcopy) and submit it with relevant sport certificate to the College Reception.

Enter your **Personal Details** correctly

### Additional Info

Father's Name

F

Mother's Name

M

Parent's Mobile No.

### Address

House No.

74/3

Street

Locality

City

Shillong

Country

INDIA

State

District

Pincode

793001

Save Details

After entering all details click here

Marks of X and XII

Enter your **Class X and XII marks** below as obtained in Marksheets.

**\*\* Not Required for Admission to PG Courses \*\***

10th Details

Class X Percentage

Class X Year of Passing

Class X Board

 %

**CL-XII Marks**

Select name of Subject and input corresponding marks obtained for each of *Subject 1, Subject 2 ... Subject 6*

Class XII Marks (if marks not available; update immediately after result)

Subject 1

Subject 1 Marks

Subject 2

Subject 2 Marks

Subject 3

Subject 3 Marks

Subject 4

Subject 4 Marks

Subject 5

Subject 5 Marks

Subject 6

Subject 6 Marks

Class XII Percentage

Class XII Year of Passing

Class XII Board

Click here, once you have entered all the names of Subjects, corresponding marks and % obtained.

Update Marks

## Documents

[Goto My Applications](#)

### My Documents

**Attach your documents here, then click **UPLOAD** to save** (*check the file size and format before uploading*)

Class X Board Marksheet \*

Uploaded

Browse...

No file selected.

UPLOAD

VIEW

Class XII Board Marksheet \*

Uploaded

Browse...

No file selected.

UPLOAD

VIEW

UG Marksheet

(Required only in Admission to PG) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

CUET-UG Scoresheet (If you have multiple Scoresheet then merge all and upload) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

CUET-PG Scoresheet

(Required only in Admission to PG) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

**Please NOTE:** If your **Marksheets, CUET Score sheet** are **NOT** readable or Missing – Application will not be processed

[Goto My Applications](#)

My Applications

Personal Details

Marks X & XII

Documents

Logout

Applications

New Application

Selecting of Courses  
can be done from the  
tab **My Application**

To **begin** Course  
Selection, Click here

New Application is a fresh **FORM** for Course Selection

- [My Applications](#)
- [Personal Details](#)
- [Marks X & XII](#)
- [Documents](#)
- [Logout](#)

**During COURSE Selection –**

Be **WISE** to select the courses – **MAJOR** (*Major courses are available as per SHIFT selected*)

**THREE preferences** each are provided for Minor course, MDC, AEC and SEC. Provide your preferences in order.

*Granting of preferred Minor, MDC, AEC or SEC will depend on the availability of seats and decision of Admission Committee*

Applications My Applications

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Applying For: Under Graduate

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**Application Details**

Please select the courses wisely

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Shift	CUET Subject Name (only after CUET Results)	CUET Subject Percentile/Marks (only after CUET Results)
<input type="text" value="--Select Shift--"/>	<input type="text" value="--Select Subject--"/>	<input type="text" value="Marks"/>
Major Course	Value Added Courses (VAC)	
<input type="text"/>	<input type="text" value="--Select VAC--"/>	

**Minor Course Preference**

Preference 1	Preference 2	Preference 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Multidisciplinary Course (MDC) Preference**

Preference 1	Preference 2	Preference 3
<input type="text" value="--Select MDC--"/>	<input type="text"/>	<input type="text"/>

**Ability Enhancement Courses (AEC) Preference**

Preference 1	Preference 2	Preference 3
<input type="text" value="--Select AEC--"/>	<input type="text"/>	<input type="text"/>

**Skill Enhancement Courses (SEC) Preference**

Preference 1	Preference 2	Preference 3
<input type="text" value="--Select SEC--"/>	<input type="text"/>	<input type="text"/>

Submit Application

**Submit** your Application after selecting all the Courses

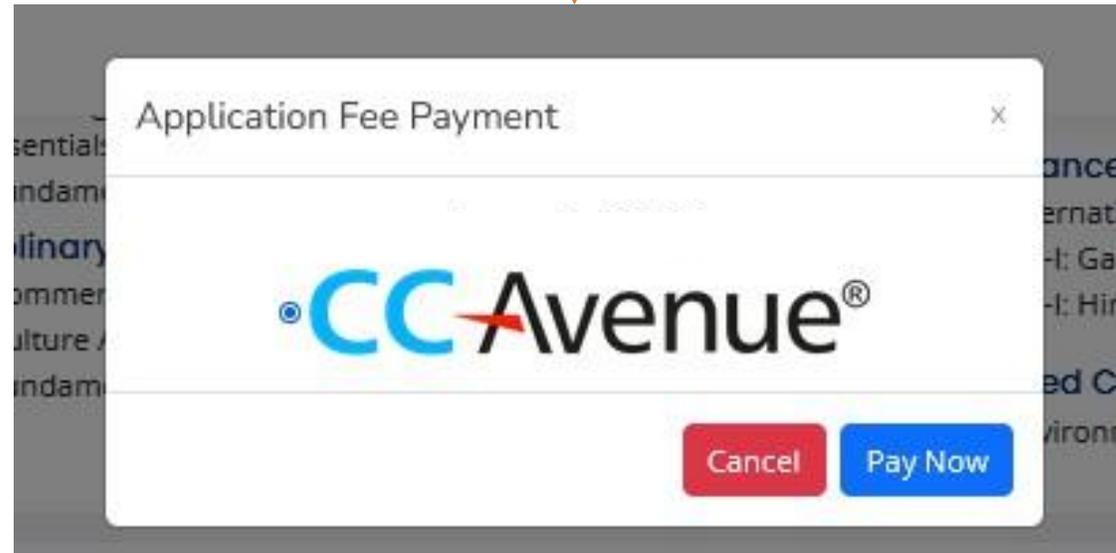
After SUBMITTING your application, an Application ID with all course details will be generated as given below



<p>Application ID: <b>2024-8222326574</b></p> <p><b>BBA-100 : Essentials of Management</b></p> <p>Shift: <b>Day</b></p> <p>Applied On: <b>30-04-2025</b></p>	<p><b>Major:</b> BBA-100 : Essentials of Management</p> <p><b>Minor:</b> MTH-100 : Fundamental Mathematics-I (<b>Pef 1</b>), HIS-100 : History Of India: Earliest Times To The Post Vedic (<b>Pef 2</b>), MET-100 : Introduction To Communication Theory (<b>Pef 3</b>)</p> <p><b>Multidisciplinary Course (MDC):</b> MDC-111 : Culture And Society (<b>Pef 1</b>), MDC-114 : Fundamentals Of Lifelong Learning (<b>Pef 2</b>), MDC-117 : Introduction To Psychology (<b>Pef 3</b>)</p>	<p><b>Skill Enhancement Courses (SEC):</b> SEC-131 : Motivation (<b>Pef 1</b>), SEC-132 : Personality Development (<b>Pef 2</b>), SEC-133 : Public Speaking (<b>Pef 3</b>)</p> <p><b>Ability Enhancement Courses (AEC):</b> AEC-127 : Mil-I: Hindi (<b>Pef 1</b>), AEC-124 : Mil-I: Kalitereshor Khasi Bad Kakylla-Ktien (<b>Pef 2</b>), AEC-125 : Mil-I:Mizo Language And Traditional Culture (<b>Pef 3</b>)</p> <p><b>Value Added Courses (VAC):</b> VAC-140 : Environment Studies</p>	<p>Application Status: <b>Under Process</b></p> <p>Application Payment Status: <b>Pending</b></p> <p><b>PAY NOW</b></p> <p> </p>
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Click on **PAY NOW** to pay the application fees

Clicking to **PAY NOW** will direct you to the payment gateway



# Submission of Application will initiate the **PAYMENT GATEWAY** for application fees

Here **Fill in** necessary Details and **pay** the application fees.

The screenshot shows the CC-Avenue payment gateway interface. At the top left is the CC-Avenue logo. A language dropdown menu is set to 'English'. The page is divided into two main sections: 'Billing Information' and 'Payment Information'. The 'Billing Information' section contains several input fields for name, address, and contact details, along with a 'Notes (Optional)' field. The 'Payment Information' section includes a 'Credit Card' section with a 'We Accept' dropdown menu, and a 'Debit Cards' section with a right-pointing arrow. Below these are fields for 'Card Number', 'Expiry Date' (with month and year dropdowns), 'CVV' (with a '570' icon), and 'Card Holder Name'. At the bottom of the 'Payment Information' section, there is a 'Total Amount Payable' label and two buttons: 'Make Payment' and 'Cancel'. The 'Make Payment' button is highlighted with a red border. At the bottom of the page, there are logos for 'Powered by CC-Avenue', 'Norton SECURED', and 'PCI DSS'.

Make payment using Credit/Debit cards or UPI

After **SUBMITTING** your application, and paying application **FEES** -  
An *application card* with application ID (13 digit number) is generated

My Applications

Personal Details

Marks X &amp; XII

Documents

Logout

## Applications

New Application

Application ID:  
2024-620358410

COM-100 :  
Accounting For  
Business

Shift: Morning  
Applied On: 08-05-2024

## Major:

COM-100 : Accounting For Business

## Minor:

BIT-100 : Cell Biology & Genetics (Pef 1),  
BBA-100 : Essentials of Management (Pef 2),  
MTH-100 : Fundamental Mathematics-I (Pef 3)

## Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),  
MDC-111 : Culture And Society (Pef 2),  
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

## Skill Enhancement Courses (SEC):

SEC-130 : Cyber Security (Pef 1),  
SEC-131 : Motivation (Pef 2),  
SEC-132 : Personality Development (Pef 3)

## Ability Enhancement Courses (AEC):

AEC-120 : Alternative English (Pef 1),  
AEC-123 : Mil-I: Garo (Pef 2),  
AEC-127 : Mil-I: Hindi (Pef 3)

## Value Added Courses (VAC):

VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

## Application Card

consists of –

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.

## Application Status

***Processing means*** – the application is under screening and if selected for Admission, the application ID will be displayed in the website and an Email / SMS will be sent to registered mail ID / Contact no.

# Submitting another application

For selecting new Major course, again Click **NEW APPLICATION** (*new form is generated*) and follow the courses selection process. *Every new application will incur an additional fee of Rs. 200/-.*

[New Application](#)

Applications

Application ID:  
2024-620358410

COM-100 :  
Accounting For  
Business

Shift: Morning  
Applied On: 08-05-2024

**Major:**

COM-100 : Accounting For Business

**Minor:**

BIT-100 : Cell Biology & Genetics **(Pef 1)**,  
BBA-100 : Essentials of Management **(Pef 2)**,  
MTH-100 : Fundamental Mathematics-I **(Pef 3)**

**Multidisciplinary Course (MDC):**

MDC-110 : Commercial Arithmetic & Elementary Statistics **(Pef 1)**,  
MDC-111 : Culture And Society **(Pef 2)**,  
MDC-112 : Fundamentals Of Computer Systems **(Pef 3)**

**Skill Enhancement Courses (SEC):**

SEC-130 : Cyber Security **(Pef 1)**,  
SEC-131 : Motivation **(Pef 2)**,  
SEC-132 : Personality Development **(Pef 3)**

**Ability Enhancement Courses (AEC):**

AEC-120 : Alternative English **(Pef 1)**,  
AEC-123 : Mil-I: Garo **(Pef 2)**,  
AEC-127 : Mil-I: Hindi **(Pef 3)**

**Value Added Courses (VAC):**

VAC-140 : Environment Studies

Application Status:

**Processing**

Application Payment Status:

**Complete**

## Application Card consists of –

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.

-  My Applications
-  Personal Details
-  Marks X & XII
-  Documents
-  Logout

Applications

[New Application](#)

Application ID:  
2024-620358410

COM-100 :  
Accounting For  
Business

Shift: Morning  
Applied On: 08-05-2024

Major:  
COM-100 : Accounting For Business

Minor:  
BIT-100 : Cell Biology & Genetics (Pef 1),  
BBA-100 : Essentials of Management (Pef 2),  
MTH-100 : Fundamental Mathematics-I (Pef 3)

Multidisciplinary Course (MDC):  
MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),  
MDC-111 : Culture And Society (Pef 2),  
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):  
SEC-130 : Cyber Security (Pef 1),  
SEC-131 : Motivation (Pef 2),  
SEC-132 : Personality Development (Pef 3)

Ability Enhancement Courses (AEC):  
AEC-120 : Alternative English (Pef 1),  
AEC-123 : Mil-I: Garo (Pef 2),  
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):  
VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

Application ID:  
2024-7974628497

HIS-100 : History Of  
India: Earliest  
Times To The Post  
Vedic

Shift: Morning  
Applied On: 08-05-2024

Major:  
HIS-100 : History Of India: Earliest Times To The Post Vedic

Minor:  
BIT-100 : Cell Biology & Genetics (Pef 1),  
COM-100 : Accounting For Business (Pef 2),  
BBA-100 : Essentials of Management (Pef 3)

Multidisciplinary Course (MDC):  
MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),  
MDC-111 : Culture And Society (Pef 2),  
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):  
SEC-133 : Public Speaking (Pef 1),  
SEC-131 : Motivation (Pef 2),  
SEC-130 : Cyber Security (Pef 3)

Ability Enhancement Courses (AEC):  
AEC-120 : Alternative English (Pef 1),  
AEC-123 : Mil-I: Garo (Pef 2),  
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):  
VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

**Application Card with multiple MAJOR course selection has -**

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.



- My Applications
- Personal Details
- Marks X & XII
- Documents
- Semster Fees
- Logout

Click on **Documents Tab**



- My Applications
- Personal Details
- Marks X & XII
- Documents
- Semester Fees
- Logout

These **TABs** are provided for the ease of navigating between different information required for Admission.

## Documents

[Goto My Applications](#)

**Attach your CUET-UG Scoresheet here, then click **UPLOAD** to save** (*check the file size and format before uploading*)

### My Documents

Class X Board Marksheets \*

Uploaded

Browse...

No file selected.

UPLOAD

VIEW

Class XII Board Marksheets \*

Uploaded

Browse...

No file selected.

UPLOAD

VIEW

UG Marksheets

(Required only in Admission to PG) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

CUET-UG Scoresheet (If you have multiple Scoresheet then merge all and upload) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

CUET-PG Scoresheet

(Required only in Admission to PG) \*

Not yet Uploaded

Browse...

No file selected.

UPLOAD

[Goto My Applications](#)

**Please NOTE:** If your **Marksheets, CUET Score sheet** are **NOT** readable or Missing – Application will not be processed

## ADMISSION 2025-26

Application ID:  
2024-8099112766

**HIS-100 : History Of  
India: Earliest Times  
To The Post Vedic**

Shift: **Morning**

Applied On: 28-04-2025

### Major:

HIS-100 : History Of India: Earliest Times To The Post Vedic

### Minor:

COM-100 : Accounting For Business **(Pef 1)**,

BIT-100 : Cell Biology & Genetics **(Pef 2)**,

BBA-100 : Essentials of Management **(Pef 3)**

### Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics **(Pef 1)**,

MDC-111 : Culture And Society **(Pef 2)**,

MDC-112 : Fundamentals Of Computer Systems **(Pef 3)**

### Skill Enhancement Courses (SEC):

SEC-130 : Cyber Security **(Pef 1)**,

SEC-131 : Motivation **(Pef 2)**,

SEC-132 : Personality Development **(Pef 3)**

### Ability Enhancement Courses (AEC):

AEC-120 : Alternative English **(Pef 1)**,

AEC-123 : Mil-I: Garo **(Pef 2)**,

AEC-127 : Mil-I: Hindi **(Pef 3)**

### Value Added Courses (VAC):

VAC-140 : Environment Studies

Application Status:

**Under Process**

Application Payment Status:

**Pending**

**PAY NOW**



**EDIT BUTTON**  
**\*\*Click here to modify  
CUET details.\*\***



- My Applications
- Personal Details
- Marks X & XII
- Documents
- Semester Fees
- Logout

**Edit Application**  
(Only CUET related details are Editable)

Are you Appearing CUET	CUET Subject Name (only after CUET Results)	CUET Percentile/Marks (update when CUET score is available)
Yes	Bhutia	60

Shift	Major Course applied for	Value Added Courses (VAC)
Morning	HIS-100: History Of India: Earliest Times To The Post Vedic	VAC-140: Environment Studies

Minor Course Preference		
Preference 1	Preference 2	Preference 3
BIT-100: Accounting For Business	BIT-100: Cell Biology & Genetics	BBA-100: Essentials of Management

Multidisciplinary Course (MDC) Preference		
Preference 1	Preference 2	Preference 3
MDC-110: Commercial Arithmetic & Elementary Statistics	MDC-111: Culture And Society	MDC-112: Fundamentals Of Computer Systems

Ability Enhancement Courses (AEC) Preference		
Preference 1	Preference 2	Preference 3
AEC-120: Alternative English	AEC-123: Mil-I: Garo	AEC-127: Mil-I: Hindi

Skill Enhancement Courses (SEC) Preference		
Preference 1	Preference 2	Preference 3
SEC-130: Cyber Security	SEC-131: Motivation	SEC-132: Personality Development

Update Applications

**Only modifications to the CUET details are allowed.**

**Click "Update Application" to confirm the changes.**



St. Anthony's College Shillong

ADMISSION 2025-26

**SELECTED candidates will be intimated via Email and SMS.**

**Candidates may check the college website for published list.**

**For any queries**

**Admission Related**, please mail to [admission@anthonys.ac.in](mailto:admission@anthonys.ac.in)

**Payment Related**, please mail to [payment@anthonys.ac.in](mailto:payment@anthonys.ac.in)