

Guidelines for Online Application Process Junior College
Academic Year 2020-2021

**Note: - Please keep your scanned Passport size Photograph, and signature ready for upload.
Do Not Upload Selfies in Photo**

APPLICATION FILLING PROCESS

Step 1	Click on the URL: - https://cims.mastersofterp.in/
Step 2	For Login Credentials, Click on Get username and Password
Step 3	Enter your registered mobile no. After this you will get your login credentials via SMS.
Step 4	Once Logged in, Student Dashboard will be visible on the left-hand side.
Step 5	Click on “Online registration link” listed in the student’s dashboard.
Step 6	Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (for e.g. address and mobile, Aadhar Number etc.) and Click on ‘Save Next’
Step 7	Upload Photo, Signature and Click on Save & Continue (for signature use a plain paper and with the black pen put your signature and scan it with the help of your mobile.)
Step 8	Accept the terms and submit your registration form.
Step 9	After taking the print out the student as well as parent should sign at the end of the admission form at the place provided and submit it along with the required documents to the college after lockdown and the college start functioning normally after the lockdown.

PAYMENT PROCESS

Step 1	After verification and confirmation of your registration details, you shall receive a SMS for payment of fees.
Step 2	Please Click on the Link below mentioned link for Fees Payment https://www.feepayr.com/
Step 3	Enter your registered mobile number on which you will receive an OTP
Step 4	Enter the OTP and proceed for payment. Payment of fees, as appeared in the box, can be made using Credit / Debit Card, Net banking etc. as shown on the payment gateway.
Step 5	A confirmation message will be displayed after successful payment of fees.
Step 6	To view/ print the receipt: Click go to home page → payment history → detail receipt → print. Also, the receipt will be sent to your registered email id.
Step 7	Admission will be confirmed only when you make the payment

IMPORTANT NOTE

- For any support contact via email: admissions@ruiacollege.edu