

# Instruction to the students regarding data entry in SVCE admission portal

Please enter all the particulars by using capital letters. (except email id)

## Step 1

Use the following link and Register yourself to get application id and password, by providing the particulars of Admission number (as given in allotment order), Name, Program, Branch, quota, valid email id, phone number and upload your allotment order. On submission of the same, a SMS will be sent regarding the confirmation of registration.

<http://svceadmission.mastersofterp.in/default.aspx>

## Step 2

Upon verification of registration by the Office, a SMS will be sent with application id and password

## Step 3

Login in to the above link with Application ID and password.

## Step 4

Read the instructions given in the above portal. Keep ready the following before proceed to enter the required particulars.

Soft copy of Photograph and Signature (below 50kb)

Soft copies of X Mark sheet, Consolidated Mark sheet, Provisional certificate, Transfer certificate and Community certificate (max of 100 kb each)

## Step 5

After completion of entry take a print out of Bio-data and other declarations. Student and parent should sign wherever required.

## Step 6

Submit the hard copies of the above signed declarations to the College Office on or before the date of reporting given in your TNEA allotment order. Payment option will be opened only after the submission of original documents at College Office.

Please send your queries to [a2@svce.ac.in](mailto:a2@svce.ac.in)

Or

Contact Academic section SVCE : 044-27152120 / 27152117 (from 9.00 hours to 3.30 hours)