

## **Instructions:**

### **D.Pharm (2021-22) online application**

1. Read the prospectus carefully before filling the online application for admission to D.Pharm course (2021-22) in Lisie College of Pharmacy. Candidates are also advised to refer clause 6. of prospectus “ Important Dates” pertaining to D.Pharm admission 2021-22.

#### **2. Payment of Application Fee**

Login to <https://lcop.edu.in/admission2021-22/login> with candidate's login credentials (User Name and Password)

Make the online payment of application fee (Rs.250/-) by clicking “application fee payment tab” in the online application window.

#### **3. Filling up of Online Application Form & Uploading of Supporting Documents**

Login to <https://lcop.edu.in/admission2021-22/login> with candidate's Login credentials (User Name and Password)

- Upload a passport size photograph (photograph should be 200 pixels height, 150 pixels width, not exceeding a file size of 50 kb, in jpg format.)
- Enter the details such as;
- Personal Details
- Parent / Guardian Details
- Contact Details
- Details of Qualifying Examination
- Marks Obtained in Qualifying Examination
- Details of 10<sup>th</sup> & 12<sup>th</sup> Standard Examination

➤ **Claim for Community merit seats, if any**

Verify the details entered. If any changes are required in the entries made, please go back by clicking on **Edit** and make correct entries.

**Uploading of Supporting Documents**

**Scanned copies** of following originals have to be uploaded (pdf/jpeg format)

1. Marks Cards of qualifying examinations/Plus Two
2. SSLC/10<sup>th</sup> Certificate to prove date of birth
3. Caste/Religion Certificate from Revenue Officer (if applied for Christian community merit seat)

➤ **Declaration by the Candidate and Parent/Guardian**

If the candidate and parent agree with the statement given in the declaration section with respect to the application of the candidate for D.Pharm course in Lisie college of Pharmacy, tick the respective **Agree** columns given under declarations by Candidate and Parent/Guardian. Upload the signatures of both parent and Guardian.

➤ **Preview & Edit**

Candidate can preview and edit the entries if required

➤ **Final Submission of application**

Candidates can submit the online application by clicking “**Submit application**”. After submission of online application an acknowledgement and a copy of application form submitted (A document in pdf. format) will be send to candidate’s registered E.mail ID.

Candidates are advised to take a printout of the submitted application form.

Facility for taking out the “print of application form submitted” is also provided in the College office.

Please note that the candidate **need not submit** the printout out of application or any other documents to the College office.