



### How to submit your completed application online

1. Fill the application form. Save it using your full name as the filename.
2. Scan your handwritten essay.
3. Type your bio data.
4. Scan the attested photocopies of
  - a. Mark sheets of all six semesters of the Bachelor's degree (If mark sheet of the last semester is not available, please attach a letter explaining the reason).
  - b. S.S.C. mark sheet, H.S.C. mark sheet, college-leaving certificate.
  - c. Certificates of additional qualifications, internship or work experience, special achievements etc. to support every item listed in the bio-data.
5. Scan a recent passport size photograph (4cms X 5cms).
6. Deposit via NEFT the application fee of Rs. 1,000/- in the 'Sophia SCM Account I'.

Account Name	SOPHIA SCM ACCOUNT I
A/C No.	3175985032
A/C type	SAVINGS
Bank Name	CENTRAL BANK OF INDIA
IFSC Code	CBIN0280626
MICR Code	400016049
Bank Branch	PEDDER ROAD, MUMBAI 400 026

7. Scan the NEFT receipt and mail it to us on [scmsophia@gmail.com](mailto:scmsophia@gmail.com), with your name.
8. Create a shareable folder on your Gmail drive with all the above files and send us the link to [scmsophia@gmail.com](mailto:scmsophia@gmail.com) BEFORE 31<sup>st</sup> May 2020. Please do not wait for the last minute.
9. Send a reminder to [scmsophia@gmail.com](mailto:scmsophia@gmail.com) if you do not receive a confirmation within seven working days.