

# Sophia Institute of Social Communications Media

## Sophia Polytechnic

Bhulabhai Desai Road, Mumbai - 400 026.

Application No.

### ADMISSION FORM

(Please fill in a separate form for each Course that you wish to join)

Please Complete this form in BLOCK LETTERS

1. Surname ..... Name ..... Father's Name ..... Mother's Name .....
2. Date of Birth : ..... Place of Birth .....  
Day Month Year
3. Nationality : ..... Religion : ..... Marital Status : .....
4. If a member of scheduled caste/schedule tribe/community classified as backward class, tick off the appropriate columns and attach a supporting State Government certificate.  
 SC  NT  DT  OTHER
5. Name and residential address of parent/husband :- .....  
.....  
Phone : .....
6. Father's/husband's occupation/designation : .....  
Address (Work) .....  
Phone (Work) ..... Phone (Res.) ..... Mobile : .....
7. Father's/husband's income : ..... Father's/husband's email : .....
8. Mother's occupation/designation : .....  
Address (Work) .....  
Phone (Work) ..... Phone (Res.) ..... Mobile : .....
9. Mother's income : ..... Mother's email : .....
10. Candidate's permanent address : .....  
.....  
Phone : .....
11. Candidate's Mumbai address : .....  
.....  
Phone : .....
12. Candidate's email : ..... Mobile : .....

Application No.

ACADEMIC QUALIFICATIONS					
Examination	Name and Address of School / College University / Institution	Year of Passing	Marks Obtained/ Out of	%	Class/ Division
SSC/ICSE/Std. X	Name : ..... Address : .....				
Std. XII	Name : ..... Address : .....				
Bachelor's Degree	Name : ..... Address : ..... Subjects : .....				
Second Year <small>(If third year marks are not declared please fill this column)</small>	Name : ..... Address : ..... Subjects : .....				
Post Graduate	Name : ..... Address : ..... Subjects : .....				

**SPECIAL ACHIEVEMENTS**

Academic: .....  
Extra curricular : .....

**SPECIAL INTERESTS** .....

**COURSE PARTICULARS**

1. How did you learn about this course? .....
2. Have you applied for any other course elsewhere this year ?  
Yes... No... If yes, name them :  
1. ....  
2. ....  
3. ....
3. Is hostel accommodation needed ? Yes No (Please tick) If Yes, please fill in a separate hostel form.

**PLEASE ATTACH TO YOUR APPLICATION FORM:**

1. An essay on yourself which should include your PERSONAL reasons for applying to this course. Avoid writing on the media in general. The essay should be written on a separate piece of paper, in your OWN handwriting and in NOT MORE THAN 500 words.
2. A typed bio data
3. Attested photocopies of :  
i) Mark sheet of qualifying exam (If marks of Third Year BA/B.Sc/B.Com are not available, attach a photocopy of your Second Year mark sheet)  
ii) School leaving certificate  
iii) Certificates of additional qualifications, work experience or training, special achievements etc.
4. Two recent passport size copies of the candidate’s photograph (4cms X 5cms).

**Registration fees**

**Students residing outside Mumbai (outstation students)**

The application form must be accompanied by a demand draft of Rs. 700/- drawn in the name of ‘Sophia SCM Account I’.

**Students residing within Mumbai (local students)**

The application form must be accompanied by a banker’s cheque or pay order of Rs. 700/- drawn in the name of ‘Sophia SCM Account I’. Local candidates could also pay by cash at the Polytechnic.

**YOU ARE REQUIRED TO BRING WITH YOU THE FOLLOWING FOR THE INTERVIEW:**

1. Any certificates or letters of recommendation that you may have
2. Clippings of your published material, if any
3. Samples of your creative work even if unpublished - e.g. short stories, articles, poems, photographs etc.
4. Samples of your artistic endeavours such as handicrafts, fabric painting (or photographs of the same if they are difficult to carry e.g. oil paintings, pottery, fashion designs etc.)

I hereby certify that the above mentioned information is true to the best of my knowledge. I agree to abide by the Rules and Regulations laid down in the Prospectus and those which may be formulated later. If admitted I agree to abide by the attendance rules of the Institute.

Date

Signature of applicant

**Admission is not confirmed until fees are paid.**

For Office Use Only : Reg. Fee pd. on \_\_\_\_\_  
 Interviewed on : \_\_\_\_\_ Adm./Not Adm./W.L.Sign. \_\_\_\_\_  
 Admission finalized on : \_\_\_\_\_ Sig. Director \_\_\_\_\_  
 1<sup>st</sup>Term fees pd. on : \_\_\_\_\_ Receipt No. \_\_\_\_\_ Sig. of Cashier \_\_\_\_\_  
 2<sup>nd</sup> Term fees pd. on : \_\_\_\_\_ Receipt No. \_\_\_\_\_ Sig. of Cashier \_\_\_\_\_