



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, 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 BEFORE 31st May 2019. Please do not wait for the last minute.
9. Send a reminder to scmsophia@gmail.com if you do not receive a confirmation within seven working days.