



How to submit a physical copy of your completed application

1. Complete the application form.
2. Complete the handwritten essay.
3. Print out the bio data.
4. Include 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. ii) S.S.C. mark sheet, H.S.C. mark sheet, college leaving certificate.
 - c. iii) Certificates of additional qualifications, internship or work experience, special achievements etc. to support every item listed in the bio-data
5. Include two copies of a recent passport size photograph (4cms X 5cms).
6. Arrange for a demand draft of Rs. 1,000/- drawn in the name of 'Sophia SCM Account I' **(OR)** make an NEFT transfer of Rs 1,000/- in 'Sophia SCM Account I' and take a photocopy of the NEFT receipt. The details for the NEFT deposit are below:

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. Arrange for all the above to reach us BEFORE 31st May 2018 via speed post or courier:

**Social Communications Media Department,
Sophia-Smt. Manorama Devi Somani College,
Sophia Polytechnic,
Bhulabhai Desai Road,
Mumbai 400026**

8. Send a reminder to scmsophia@gmail.com if you do not receive a confirmation within seven working days.