VISTAS-CDOE-General Instructions for Online Admission

1. Please read the details of the programme including eligibility criteria, age, fee details, duration, etc.

2. **Before proceeding for filling the form online the applicant must have the following:-**

   a. Scanned Signature (less than 100 KB)

   b. Scanned Photograph (less than 100 KB)

   c. Scanned copy of relevant Educational Qualification (less than 500 KB)

   d. Scanned copy of Person with disability (if any) (less than 200 KB)

   e. Scanned copy of Category Certificate, if SC/ST/BC/MBC/DNT/BC(M)/SC(A) (less than 200 KB)

   f. Scanned copy of Person with disability (if any) (less than 200 KB)

   g. Scanned copy of Date of Birth(less than 200 KB)

   h. Scanned copy of Aadhar Card(less than 200 KB)

3. **Fee can be paid by the following methods:**

   a. Net Banking

   b. Debit Card (Master/Visa/Rupay)

   c. Credit Card (Master/Visa)

   d. VISTAS Challan/Demand Draft(in exceptional case)

4. **It is necessary to scan documents from your originals.** Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

Registration fee, Cancellation of Admission and Refund of Fee

A **non-refundable Registration Fee** shall be charged along with the programme fee of first semester at the time of admission.

If a student applies for cancellation of application/admission and refund of fee, the refund request will be considered as per the VISTAS-CDOE policy as under:

- **Before confirmation of admission:** Full Programme fee paid shall be refunded except Registration fee.
- **After confirmation of admission:**
   1. **Within 15 days of confirmation of admission**: Programme Fee paid shall be refunded after deduction of Rs.1000/- .
   2. **Within 16-30 days of confirmation of admission:** Programme Fee paid shall be refunded after deduction of Rs.2000/- .
   3. **After 30 days of confirmation of admission:** No refund shall be allowed.

Fee Details

Name of Programme	Programme Fee (per semester)	Registration Fee*	Application Fee*	Total
B.Com	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BBA	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BA(Hons)-English	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BA(Hons)-Economics	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
MBA	Rs.12500/-	Rs.500/-	Rs.100/-	Rs.13,100/-

*Registration fee and Application fee is only at the time of admission.

Centre for Distance and Online Education (CDOE)

Velan Nagar, P.V. Vaithialingam Road, Pallavaram, Chennai - 600 117.
Phone: 9962521057 ✦ Email:director.cdoe@vistas.ac.in ✦ VISTAS Website: www.vistas.ac.in

Application Form for Admission

1.	Name of the Applicant with Initial	English		Photo
		Tamil		
2.	Name of Father with Initial	English		
		Tamil		
3.	Name of Mother			
4.	Date of Birth (Birth Certificate Proof to be Attached)			
5.	Name of the Programme	B.Com/BBA/BA(Hons)-Economics/BA(Hons)-English/MBA		
6.	Medium	English/Tamil		
7.	Language for Foundation Course (Part-I Language-Please tick)	Tamil/English/Hindi		

8.	Gender	Male ☐	Female☐	Transgender☐	
9.	Nationality	Indian ☐	Others☐		
10.	Religion	Hindu ☐	Muslim ☐	Christian☐	Others☐
11.	Communal Category (Community Certificate-Proof to be Attached)	GENERAL☐	BC☐	MBC☐	DNT☐
		SC☐	SC(A) ☐	BC(M) ☐	ST☐
12.	Whether Person with Disability (PWD) (Proof to be Attached). Yes / No	Dumb Low Vision☐	Hearing Impairment☐	Loco Motor Impairment☐	Visual Impairment☐
13.	Employment Status	Employed☐	Self Employed☐	Unemployed☐	
14.	If Employed in (specify)	Government☐	Govt. Aided☐	Private☐	
15.	Work Experience Years				

16.	Annual Income	Below 50,000☐	50,001 - 1,00,000☐	1,00,001 1,50,000☐	1,50,001 -2,00,000☐	Above 2,00,000☐

17.	E-mail	
18.	Contact Mobile No…………………	Alternate Mobile No…………………………….
19.	Academic Bank of Credit(ABC) ID No.	
20.	Are you Economically Weaker Section of the Society?	Yes☐/No☐
21.	Address for Communication	

22.	Aadhar Card Number (Attach Proof)			
23.	Marital Status	Married☐ / Un-married☐/Divorced / Widow☐		
24.	Blood Group			
25.	Father/Spouse Employment Status	Employed☐/ Un-employed☐ / Self-employed ☐		
26.	Father/Spouse Contact Mobile No.			
27.	Father/Spouse E-mail			
28.	Whether Defence Security Personal (Proof to be Attached). Yes / No	Ex-Servicemen☐ / Widow☐/ Defense☐ / Security Personal☐		
29.	Residential Area	Rural☐ / Urban☐		
30.	Examination Passed (Attach Proof)	Name of the Board / University	Year of Passing	Percentage
31.	Whether have you requested?	E-books☐ / Printed Books☐/ Both☐		
32.	Self-Learning material can get through?	Indian Post☐ / Courier☐		
33	**Fee paid Details** For all the Programmes, the fees shall be paid to the VISTAS-CDOE through online. For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.			

Amount Paid	Online payment Details	Bank Name	Date

Note: Students who could not pay through Online can take Demand Draft (in exceptional case) in the name of "VISTAS - CDOE" payable at "Chennai" or pay the cash at VISTAS and submit the VISTAS Challan.

Amount Paid	Details Demand Draft/VISTAS Challan with Date	Bank Name	Attach Demand Draft or VISTAS Challan Proof

<div align="center">Declaration by the applicant</div>

I hereby declare that I have read and understand the conditions of eligibility for the Programme Admission. I fulfil the minimum eligibility criteria and have provided necessary information. In this regard in the event of any information being found incorrect or misleading after Admission, my candidature shall be liable for cancellation by the VISTAS-CDOE at any time and I shall not be entitled to claim refund of the any fee paid by me to the VISTAS-CDOE.

<div align="right">Signature of the Applicant</div>

List of Enclosures (Proof to be attached)

1. Date of Birth ☐.
2. Communal Category ☐.
3. Educational Qualification ☐.
4. Demand Draft/Challan☐.
5. Aadhar Card copy☐.
6. Person with Disability (PWD) ☐.
7. Defence Security Personal ☐.
8. ABC ID Proof☐.