



### **How To Apply Online**

#### **1. Download Prospectus**

Download the prospectus from the college website

([www.tetsocollege.edu.in](http://www.tetsocollege.edu.in))

#### **2. Registration**

Register yourself at the admission portal ([admission.tetsocollege.edu.in](http://admission.tetsocollege.edu.in))

#### **3. Login**

Login first to submit your application.

#### **4. Form Submission**

Pay a registration amount of ₹500. After submission of information and documents, wait for an acceptance email or call. The admission team will respond within 48 hours.

#### **5. Fee Payment**

After receiving the acceptance email or call, log in once again in the online admission portal with your registered user ID and pay the admission fee online within 3 days to confirm your seat. Please note that admission payment done after 3 days will be subject to availability.

#### **6. Final Acceptance**

Receive a welcome email. You are now officially a Tetso student. Make sure you collect your welcome kit from the Accounts Section when you join college by showing your admission receipt.

### **How To Apply Offline**

#### **1. Form Collection**

Collect your prospectus and form from the reception desk.

#### **2. Admission Counselling**

Meet an admission counsellor to confirm which course you will be opting for from the reception area.

### **3. IT Integration**

The IT dept will help you create your own personal College email ID. This email ID will be necessary for library access, online fee payment, and student intranet facilities, etc.

### **4. Student ID Card**

The IT dept will click a passport photo for your student ID card which will be issued to you once classes begin.

### **5. Final Verification**

Office staff will verify and process your completed admission forms.

### **6. Admission Payment**

Proceed to pay your admission fee at the accounts section. Collect your student welcome kit and start planning your student life.

### **7. Uniform Information**

Uniform pre-orders can be done from the Hotspot. Uniform collection will be done from Hotspot Cafeteria on produce of receipt (mandatory) at a later date.

NOTE: Textbooks will not be issued in the College. Teachers will inform you about the proper texts once the classes commence.

## **How To Apply For Hostel & Transport**

- **Hostel Information (FOR HOSTELLERS ONLY)**

Collect the hostel form from the reception area and make the payment at the accounts section. The hostel form along with the payment receipt must be submitted to the Resident Coordinators during the time of joining the Hostel. Click on the link for more information about hostel life.

<https://tetsocollege.edu.in/student-life/hostel-accommodation>

- **Transport Information (FOR BUS USERS ONLY)**

Collect the bus form from the reception area and make the payment

at the accounts section. The bus form must be submitted to the Transport Supervisor. Bus routes are available on the college website ([www.tetsocollege.edu.in/student-life/transport](http://www.tetsocollege.edu.in/student-life/transport)).

## **FAQs for Online & Offline Admission**

(revised on 25th April 2025)

This Frequently Asked Questions (FAQ) sheet is intended to provide information on the Admission Process at Tetso College.

This FAQ is not exhaustive and will be updated periodically. Please go through this list before emailing [admission@tetsocollege.edu.in](mailto:admission@tetsocollege.edu.in) in case your question has already been answered.

**1. What do I need to do after registering my account on the admission portal?**

Login and submit your application.

**2. I did not receive any verification email. What should I do?**

First, check your spam or junk mail folder. If it's not there, wait a little while as email delivery can sometimes be delayed. If you still don't receive it, try the password reset process using your email address – this can sometimes trigger account activation if that was the step requiring email verification. If problems persist, email [admission@tetsocollege.edu.in](mailto:admission@tetsocollege.edu.in)

**3. How can I get my login password in case I forget?**

On the login page click on the “[Forgot password?](#)” link. You will be asked to enter your registered email ID. An email with the password reset link will be sent to the registered email ID.

**4. What are the documents required for Admission to a programme?**

*Undergraduate Degree Requirements:*

- Three photocopies each of HSLC & HSSLC admit card & marksheet

- NBSE passed out students: Original registration card & one photocopy
- Migrating students (CBSE and other boards): Original migration certificate
- Two copies of passport sized photos (Hostellers require three copies)
- Original NU registration card (For NU repeaters only)

*Postgraduate Degree Requirements:*

- Two photocopies each of HSLC, HSSLC & Degree admit card & marksheet
- NU passed out students: Original registration card & one photocopy
- Migrating students (CBSE and other boards): Original migration certificate
- Two copies of passport sized photos (Hostellers require three copies)

Click on this link to check for required documents:

<https://tetsocollege.edu.in/admission/how-to-apply>

**5. What are the documents required for early/provisional admission, even if my result has not yet been declared?**

Yes, you can take admission. The following are required:

*FOR DEGREE (BA/BCOM/BCA/BBA/BSW)*

- Qualifying Exam Admit Card
- Previous Exam Marksheet (ie. Class 11 Promotion Exam)
- Statement of Purpose\*/Essay on why you would like to study at Tetso College (Min 500 words)  
See below for example

*FOR PG (MA Eng/MA Pol Science)*

- Qualifying Exam Admit Card
- Previous Exam Marksheet (ie. B.A 5th Sem)

c) Statement of Purpose\*/Essay on why you would like to study at Tetso College (Min 500 words)

See below for example

\*What is a Statement of Purpose essay?

A Statement of Purpose is an essay stating the purpose of applying to a particular course in a particular college/university.

This essay consists of:

- a) A gist of Who you are - Mention your family and educational background in brief; List out important achievements of your school/college life; role in any other social/church/community activities
- b) Who you want to become - Be honest and genuine - List your tentative future plans/goals in life; indicate why you are interested in studying the specific programme you are applying to; what are your other skill sets or interests that set you apart from other applicants.
- c) Why do you want to study at Tetso College: Indicate the areas in which you feel Tetso College can help you achieve your goals and what facilities you would like to avail of and why.

Give careful thought to your points and write 2 or 3 drafts before finalising on your Statement of Purpose Essay.

Sample Essays online & Important Links to help you write a great Statement of Purpose Essay:

1.

<https://www.prepscholar.com/gre/blog/graduate-school-statement-of-purpose-sample/#:~:text=But%20looking%20back%20at%20my,was%20accepted%20to%20the%20program.>

2.

<https://wordvice.com/examples-of-successful-college-personal-statements/>

3. [https://www.youtube.com/watch?v=8Bj2Xy\\_xD50](https://www.youtube.com/watch?v=8Bj2Xy_xD50)

4. <https://www.youtube.com/watch?v=tRC0HZyNCW4>

**6. What are the courses/programmes available at Tetso College?**

Tetso College currently offers 2 programmes. To check out the courses available click on the links:

- a) Undergraduate (BA/BCom/BBA/BCA/BSW/BMUS) -  
<https://tetsocollege.edu.in/academic/undergraduate>
- b) Post Graduate (MA) in English/Political Science/History/Sociology -  
<https://tetsocollege.edu.in/academic/postgraduate>

**7. What are the fees for each course?**

Click on the link to go to learn about tuition fees -

<https://tetsocollege.edu.in/admission/tution-fees>

**8. What are the different kinds of Scholarships available for students?**

Tetso College offers a range of scholarships for different courses to students based on merit, financially weaker sections of society and a few special cases. Click on the link to check the different scholarships on offer -

<https://tetsocollege.edu.in/admission/scholarship-and-financial-aid>)

**9. How can I apply for a Scholarship or Financial Aid?**

Interested applicants must first check the eligibility criteria, after which they can fill up the Application Form -

[\*\*APPLY FOR SCHOLARSHIP HERE\*\*](#)