

# BBA FRANCE - GUIDELINES TO FILL UP THE ONLINE APPLICATION FORM

## STEP 1 - ONLINE APPLICATION PORTAL



**Loyola College, Chennai**  
in collaboration with  
**IESEG School of Management, France**  
**LIAC ONLINE APPLICATION PORTAL**  
Admission to BBA - France program for the academic year 2018-19.



Dear Applicant,

Welcome to LOYOLA - INTERNATIONAL ACADEMIC COLLABORATION (LIAC) ONLINE APPLICATION PORTAL.

You can pay the cost of application through Credit Card, Debit Card, Net Banking or Cash in any branch of Axis Bank (through EASY PAY) as per your convenience.

Read the [course catalogue](#) before filling the application.

Kindly keep scanned copies of the

- i) 10<sup>th</sup> MARK STATEMENT
- ii) 12<sup>th</sup> or equivalent Mark Statement(or the official copy issued),
- iii) Your passport size photo

**NEW APPLICANT REGISTRATION**

[Click here to register](#)

**ALREADY REGISTERED APPLICANT?**

Applicant User ID :

Password:

[Sign In](#)

Viewers Count : 8972

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- One time registration of all applicants required for the portal of LIAC Online Application with name, date of birth, mobile number, email id and the program.
- The registered applicants can login through “ALREADY REGISTERED APPLICANT” if necessary for the second time onwards.
- For new applicant registration, Click the button – “ Click here to register”

## STEP 2. NEW APPLICANT REGISTRATION



Loyola College, Chennai  
in collaboration with  
IÉSEG School of Management, France  
LIAC



**NEW APPLICANT REGISTRATION**

\*All fields are mandatory

Applicant Name\*   
*[Name as in 10th Mark Statement]*

Date Of Birth\*       
*[DD-MM-YYYY]*

Mobile No.\*  +91

Email ID\*

- Applicant Name: Enter the name as given in your 10<sup>th</sup> / 12<sup>th</sup> Mark Statement – Not Case Sensitive
- Date of Birth : Choose the date of Birth in the format dd-mm-yyyy
- Mobile No: Enter the 10 digit mobile number if from India. Others should change the country code also.
- Email : Valid Email id should be entered

Click on the “Submit and Continue” button

Your Login “User Name” and “Password” would be sent to your mobile number and email id

Enter your login credentials in the “Already Registered Applicant” login area to enter into the “Applicants Portal”

### STEP 3. GENERAL INFORMATION / BASIC DETAILS OF THE CANDIDATE

The screenshot shows a web form titled 'GENERAL DETAILS' for the AECN application. On the left is a navigation menu with options like 'Home', 'General Details', 'Education Details', 'Communication Details', 'Aadhar Card No.', 'Parents' Details', 'Passport No.', and 'Sign Out'. The main form area contains the following fields:

- Name of the Applicant:** Text input field.
- Gender:** Drop-down menu with 'Select Gender'.
- Nationality:** Drop-down menu with 'Indian' selected.
- State:** Drop-down menu.
- District:** Drop-down menu.
- Village:** Text input field.
- Town / Place:** Text input field.
- Religion:** Drop-down menu.
- Community (As in Record):** Drop-down menu with 'Select Option'.
- Mother Tongue:** Drop-down menu.
- Blood Group:** Drop-down menu.
- Aadhar Card No.:** Text input field.
- Parents' Details:** A table with columns for Name, Education, Occupation, and Annual Income for both Father and Mother.
- Passport No.:** Text input field.
- Have you visited any foreign country?:** Drop-down menu with 'No' selected.
- Permanent Address:** Three text input fields for Address Line 1, 2, and 3, plus District and Pincode.
- Communication Address:** Three text input fields for Address Line 1, 2, and 3, plus District, Pincode, and Applicant's Mobile No.
- Buttons:** 'Same as Permanent Address' checkbox and 'Save' button.

- Gender: Choose Gender from the drop down
- Nationality: Choose Nationality. If you are an Indian, choose the state and district from which you belong to and enter the name of the Village and town. If you are an NRI or Foreigner, fill in the details asked for.
- Religion: Choose your religion
- Community: Choose your community
- Mother Tongue: Choose your mother tongue
- Blood Group: Choose your Blood Group
- Aadhar Card No: Enter Your Unique Aadhar Card Number
- Parents Details: Enter your Father and Mother Names and educational qualifications. Choose their Occupations and enter their annual incomes.
- Permanent Address: Type your address clearly in the first three lines. Choose the district. Type the pin code. Enter your parents Mobile Number.
- Communication Address: If your communication Address is same as permanent, click " Same as Permanent Address". If not type the communication Address.
- You can edit your entries also. If you are sure of the entries, press "Save" button and go to "Next"

#### STEP 4. - SPECIAL INFORMATION / SPECIFIC DETAILS OF THE CANDIDATE

Differently Abled	<input type="text" value="No"/>
Special Category	<input type="checkbox"/> Refugee <input type="checkbox"/> Orphan <input type="checkbox"/> Semi-orphan
First Generation Learner*	<input type="text" value="No"/>
<input type="button" value="Save"/>	

- Differently abled: Choose differently abled or not. If yes, choose the type of disability.
- Special Category: Choose refugee, orphan or semi orphan if applicable. If semi orphan, specify the deceased one.
- First Generation Learner: If the candidate is a first generation learner, Choose "Yes"

You can edit entries. If you are sure of the entries, press "Save" button and go to 'Next'

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## STEP 5. EDUCATIONAL QUALIFICATION OF THE CANDIDATE:

EDUCATIONAL QUALIFICATIONS			
Name of the School last studied*	<input type="text"/>		
Place of the School*	<input type="text"/>		
Language Studied in 10th Standard *	Tamil ▾		
Language Studied in 12th Standard*	Not Applicable ▾		
Medium of Instruction in 12th Standard/Equivalent*	Tamil Medium ▾		
TC No.(Optional)	<input type="text"/>		
Month & Year of Passing *	[Select One] ▾	Select Year ▾	
Exam.Registration No.*	<input type="text"/>		
Board of Examination Passed*	<input type="text"/>		
Nature of the Course studied at 12th Standard	<input checked="" type="radio"/> General Stream <input type="radio"/> Vocational Stream		
Marks Details			
Subject	Subject Name	Marks Obtained	Maximum Marks
Language 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Language 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Marks		<input type="text"/>	<input type="text"/>
Total Marks Obtained (Without Language)		<input type="text"/>	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>			

- Name of the School Last Studied : Enter the name of the School
- Place of Study : Enter the place of the School
- Language studied in 10<sup>th</sup> : Choose the language studied in 10<sup>th</sup> Standard
- Language studied in 12<sup>th</sup>: Choose the language studied in 12<sup>th</sup> Standard from the drop down menu.
- Medium of Instruction: Choose the medium of instruction in 12<sup>th</sup> standard at your school
- Transfer Certificate No: Type the number of the transfer certificate if you have with you. Otherwise this column may be left unfilled.
- Month & Year of Passing: Choose from the drop down menu, the month and year of passing 12<sup>th</sup> standard / equivalent.
- Exam Registration No : Type the examination registration number assigned to you at your 12<sup>th</sup> Standard / Equivalent
- Board of Examination passed: Choose the board of your study from the drop down menu.
- Nature of the course studied: Select the nature of the course studied at the 12<sup>th</sup> standard as Academic / General or Vocational.
- Mark details: Enter the marks carefully in the columns provided. If you have not studied any language, leave the column blank.
- Over all marks and the marks for subjects alone except languages are required
- If you belong to IB/ ICSE or other boards board kindly convert your scores out of 100 or 200

You can edit entries. If you are sure of the entries, press "Save" button and go "Back" or "Next"

## STEP 6. - DOCUMENTS TO BE ATTACHED /UPLOADED

APPLICANT DOCUMENT ATTACHMENTS		
Attachment Type	Attachment Count	Attachments
* File size should be less than 200kb		
Qualifying Mark Statement - 10th and 12th/pre-board (.jpg/.gif,.jpeg,.png files only)	0	Click to attach a file
Candidate Photograph (.jpg/.gif,.jpeg,.png files only)	0	Click to attach a file

- Attach the scanned copies of the documents listed as image files.  
You are allowed to add/ remove the attachments.

If you are sure of the entries, press “Next” button. You can go back or forward.

## STEP 7. APPLICATION GENERATION

\*Note:

Verify and confirm the eligibility criteria and all the details entered by you before generating the application. Once the application is generated, no further change will be permitted.

Applied  Not Applied

COURSE	
Course Name	Amount(₹)
<input type="checkbox"/> Loyola - International Academic Collaboration (LIAC)	
<input type="checkbox"/> B.B.A-FRANCE-Business Administration	500

Total Programs : 1      Applied : 0

**Declaration by the Applicant**

I do hereby sincerely affirm that the statements made by me in the application and the information furnished are true. Should it, however, be found untrue at a later stage, I am liable for criminal prosecution and disqualification. I am also fully aware of the ELIGIBILITY CRITERIA, general instructions and I am bound by the same. Having understood the implications, on my own free will, I am making this declaration.

If provisionally selected, I agree to produce the following original documents at the time of admission failing which I am aware that my application will be summarily rejected.

1. *Qualifying Mark Statement*
2. *Candidate Photograph*

- Course Name: Kindly click on BBA France – BBA France Administration and confirm as your Course name
- Kindly read the instructions carefully and then click on “ I Agree & Apply”  
You can go back or refresh this page

## STEP 8. PAYMENT OF APPLICATION FEE

- After Clicking on the “I Agree and Apply” button in the Application Generation page, the Payment of Application Fee page will open.
- The Cost of Each Application is Rs.500/-
- Service Charges of Rs.6.41 will also be applicable towards the payment of Rs.500/- for the application.
- You can pay the cost of application fee through Credit Card / Debit Card/ Net Banking or Cash in any branch of Axis Bank (through Easy Pay) as per your convenience. For Easy pay in any branch of AXIS Bank, a challan should be generated and money should be paid.
- The Challan may be generated Online itself after completing all formalities while filling up the applications
- A Summary is displayed in “ View Application Status”
- After the payment of the application fee, application number will be generated and the status will be sent.

Upon Successful completion of all the above. You Can generate/ print your completed filled in application form.

*For further information,  
Contact*

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