

## **Instruction of filling ARF for MBA FY Round 2.**

### **1. Fresh Applicants**

- i. Login to <http://rcoem.in/applicantLoginforRcoem.htm?a=1&b=1&c=180>
- ii. Do Registration. Login id and password will be sent to your registered mobile number and email address.
- iii. Login and fill ARF.
- iv. Pay 1000/- online ARF fees.
- v. Take two printouts of ARF and submit along with copy of documents (self –attested) & payments transaction receipt to the office of Dean Admissions.

### **2. MBA First Year admitted students through Institute Level Quota Round 1 in RCOEM.**

- i. Login to <http://www.rcoem.in/login.htm>
- ii. **Use login id and password of Round1**
- iii. **Go to Personal tab.**
- iv. Click Re-Registration for next round.
- v. Select course.
- vi. Click Register for next round and pay ARF fees 500/-
- vii. Take two printouts of ARF and submit along with copy of documents(self –attested) & payments transaction receipt to the office of Dean Admissions.

### **3. MBA First Year admitted students through CAP in RCOEM.**

- i. Login to <http://www.rcoem.in/login.htm>
- ii. **Use login id and password**
- iii. **Click on Profile. Fill all details (Personal, 10<sup>th</sup> and 12<sup>th</sup>) and submit.**
- iv. **Go to Personal tab.**
- viii. Click Re-Registration for next round.
- ix. Select course.
- x. Click Register for next round and pay ARF fees 500/-
- v. Take two printouts of ARF and submit along with copy of documents(self –attested) & payments transaction receipt to the office of Dean Admissions.

### **4. Applicants whose name in Final Merit list of Institute Level Quota Round 1 but not admitted in RCOEM.**

- i. Login to <http://www.rcoem.in/login.htm>
- ii. Use login id and password of Round1
- iii. Click Register for next round and pay ARF fees 500/-
- iv. Take two printouts of ARF and submit along with copy of documents(self –attested) & payments transaction receipt to the office of Dean Admissions.