

## Online Application How to proceed

- Open the school website **STANSELMSPINKCITY.IN**
- Click on the link [Admission Form]
- Create a new user account on the LHS by clicking on the link – [Create New User Account Here]
- Next fill the registration form by entering the ID and password and click on [Sign in]
- Select Category General / Christians / Sibling / Alumni / Reserved
- Select Class (LKG / HKG / I)
- Click [New] Form
- Enter details carefully
- Upload a Passport Size photo of the applicant. Digital, Max. file size 256Kb, .JPG format only
- Upload a Date of birth certificate of the applicant. Digital, Max. file size 1024Kb, .JPG format only
- At the bottom of the form select AGREE to display the [SUBMIT] button.
- Click the [SUBMIT] button to save your form and display the [Pay Registration Fee Online] button. You may take a print to verify details.
- Next Click the [Pay Registration Fee Online] button and make the payment online through UPI / Debit card / \*Credit card / \*RTGS/NEFT / \*Net Banking (\*charges applicable)
- Print Acknowledgment Receipt (this may not generate if firewall / antivirus is on)
- On the main application page, the checklist on the RHS would be all set to YES
- Return to the form and take the Final print.
- Deposit the Final printed form on the date as mentioned at the bottom, in the school office along with all supporting documents.