

## How to proceed for an ONLINE APPLICATION

- Open the school website STANSELMSPINKCITY.IN on your computer / laptop. • Click on the link [Admission Form]
- Create a new user account on the left by clicking on the link – [Create New User Account Here] Before proceeding verify the age criteria (click link) Create a new user account by entering the mobile number, Enter the OTP received and confirm the same
- Next fill the registration form by entering the same Mobile number and OTP and click on [Sign in]
- Select Category General / Christians / Sibling / Alumni / Reserved
- Select the required 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 the 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 Right would be all set to YES ]
- Return to the form and take the Final print.
- At the time of INTERACTION bring the Final form printout on the date as mentioned, in the school along with all supporting documents. Please note: Fill the form on your computer / laptop to view all fields and for printouts.

<b>Class</b>	<b>Age</b>	<b>as on</b>	<b>01-Apr-24</b>
		born between dates	
<b>LKG</b>	<b>4</b>	01-Apr-20	31-Mar-19
<b>HKG</b>	<b>5</b>	01-Apr-19	31-Mar-18
<b>I</b>	<b>6</b>	01-Apr-18	31-Mar-17
<b>II</b>	<b>7</b>	01-Apr-17	31-Mar-16
<b>III</b>	<b>8</b>	01-Apr-16	31-Mar-15
<b>IV</b>	<b>9</b>	01-Apr-15	31-Mar-14
<b>V</b>	<b>10</b>	01-Apr-14	31-Mar-13
<b>VI</b>	<b>11</b>	01-Apr-13	31-Mar-12
<b>VII</b>	<b>12</b>	01-Apr-12	31-Mar-11
<b>VIII</b>	<b>13</b>	01-Apr-11	31-Mar-10
<b>IX</b>	<b>14</b>	01-Apr-10	31-Mar-09
<b>XI</b>	<b>16</b>	01-Apr-08	31-Mar-07