

# ST. STEPHEN'S SCHOOL, DUMDUM

## INSTRUCTIONS FOR ONLINE APPLICATION FOR PROVISIONAL ADMISSION IN CLASS XI FOR THE SESSION 2018-2019

1. Log on to [www.ststephensschool.co.in](http://www.ststephensschool.co.in) and click on 'Student Login'. Enter your School ID No. (SS/STXXXXXX) as UID and date of birth as Password. Click on 'Class XI Application' and then follow the instructions as appear on the screen.
2. Fill in the Application Form taking note of every detailed instruction in each section carefully.
3. Upload colour photographs of the candidate in the appropriate box. You need to upload the photographs of parents at a later stage after making payment of the application fee. So please scan and save the photographs beforehand.
4. Make sure that a printer is attached to your computer you are using for the online application.
5. Verify all the information you have keyed in and click 'SAVE'.
6. When all required fields are filled in, an acknowledgement will appear on the screen along with a bank challan. Take a print out of both.
7. Make payment (Rs. 500/-) through either Canara Bank, Nager Bazar Branch, at 11A, R.B.C. Road, Dum Dum, Kolkata - 700028 or IDBI Bank, Dum Dum Branch at Sree Krishna Marriage Hall, 30/1, J.N. Tiwari Road, Dum Dum Cantt., Kolkata - 700028 using the bank challan generated during online submission of application. The payment must be made within 7 days from the date of application.
8. After making payment access your application form again and upload photographs of the candidate's parents and take a colour print out of the final application form.
9. Submit the hardcopy of the application form duly signed along with the acknowledged / receipted copy of the bank challan, acknowledgement and self-attested photocopies of documents such as Progress Report (Mark Sheet) of Class X for 2017-18, ICSE Registration and Admit Card, birth certificate, parents' income certificates, Aadhar card, caste certificates (if applicable), etc. to the fees office of St. Stephen's School, Dum Dum, Main Building within 7 days.
10. You can always view your application status online by entering your Application No. and Password provided in the acknowledgement after 2 days of submission. Security of password is your personal responsibility.
11. Provisional admission of the selected candidates will be tentatively done from 3<sup>rd</sup> to 6<sup>th</sup> April 2018. Final dates will be duly notified.
12. For any admission related clarification please write to [admission@ststephensschool.co.in](mailto:admission@ststephensschool.co.in). No information will be provided over phone.