

ST. STEPHEN'S SCHOOL, DUM DUM

INSTRUCTIONS FOR ONLINE APPLICATION FOR ADMISSION
IN CLASSES PRE-NURSERY AND NURSERY (SESSION 2019-20)

1. Log on to www.ststephensschool.co.in and click on "CLICK TO APPLY FOR ADMISSION IN DUM DUM (WESLEY)" Or "CLICK RAJARHAT". Before starting, please read Instructions for Online Application found on the same website.
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 page will appear on the screen along with a bank challan. Take a print out of both (2 pages).
7. Make payment of application fee (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 3 working days from the date of application.
8. After making payment, access your application form again (through school website - CHECK YOUR APPLICATION STATUS) and upload photographs of the candidate's parents and take a print out of the final application form (colour print only).
9. Submit the hardcopy of the application form duly signed along with the acknowledge/receipted copy of the bank challan, acknowledgement and self-attested photocopies of documents such as candidate's birth certificate, Aadhar Card, parents' income certificates, caste certificates (if applicable), church membership certificate (for Christian candidates only) etc. to the Fees Collection Office of St. Stephen's School, Dum Dum, Main Building latest by 5th October 2018 (working days only). Non-submission of these documents will result in cancellation of the application.
10. You can always view your applications status online by entering your Application No. and Password provided in the acknowledgement after 2 working days of submission. Security of password is your personal responsibility.
11. A list of selected candidates will be published in the last week of November 2018.
12. Candidates selected for counselling need to appear on the scheduled date along with their parents. Original birth certificate of the candidate, income certificate/proof and caste certificate of the parents, if applicable and church membership certificate (for Christian candidates) will have to be produced.
13. For any admission related clarification please write to admission@ststephensschool.co.in. No information will be provided over phone.

Principal 30.8.2018
Principal
St. Stephen's School
Dum Dum

