

## **INSTRUCTIONS FOR ONLINE APPLICATION FOR ADMISSION**

- Open website [www.ststephenshabra.com](http://www.ststephenshabra.com) and click on “APPLICATION FOR ADMISSION”.
- Fill in the Application Form taking note of every detailed instruction in each section carefully.
- Upload colour photographs of the candidate in the appropriate box. You need to upload the photographs of parents after making payment of the application fee. So please scan and save the photographs beforehand. Make sure that a printer is attached to your computer you are using for the online application.
- Verify all the information you have keyed in and click 'SAVE'.
- When all- required fields are filled in, you make payment of application fee through Online as instructed. Print the Bank Payment receipt and the Acknowledgement of uploading Admission Form. Please preserve your Application No. and Password for future reference.
- After making payment, access your application form again and upload photographs of the candidate’s parents and take a print out of the final application form (colour print only).
- You have to 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 candidate’s birth certificate, parents’ income certificates, Transfer Certificate(if applicable), caste certificates (if applicable), church membership proof (if applicable), etc. to the school office at the time of interview / test.
- 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.
- All valid applicants other than for Classes Pre-Nursery & Nursery, will be required to sit for a written admission test of one hour duration on a date to be intimated by the School. The Application Acknowledgement form and a copy of the fee-paying challan are to be brought at the time of the admission test.
- Candidates selected for counselling need to appear on the scheduled date to be announced later, along with their parents. Original birth certificate of the candidate, income certificate/ proof and caste / church certificate of the parents, if applicable, will have to be produced.
- For any admission related clarification please writes to [ssschool\\_habra@yahoo.com](mailto:ssschool_habra@yahoo.com). No information will be provided over phone.