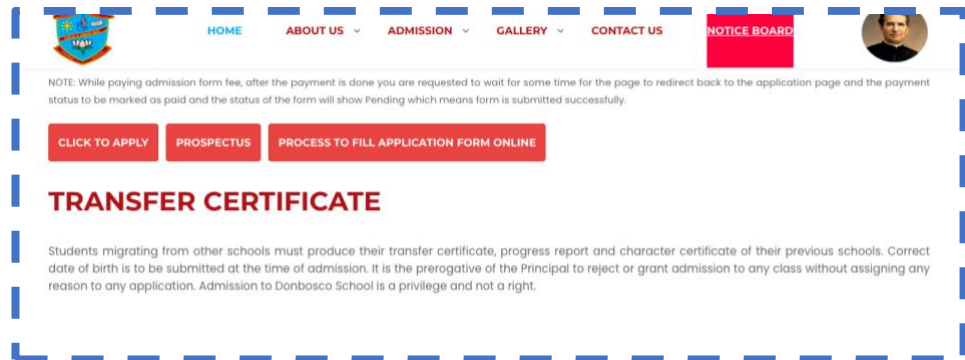


STEPS TO FILL APPLICATION FORM

STEP 1 – Download Prospectus

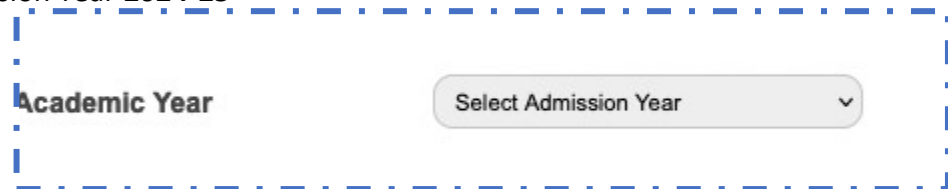
Click to **Apply** button after going through the prospectus.



The screenshot shows the top navigation menu with links: HOME, ABOUT US, ADMISSION, GALLERY, CONTACT US, and NOTICE BOARD. Below the menu is a note: "NOTE: While paying admission form fee, after the payment is done you are requested to wait for some time for the page to redirect back to the application page and the payment status to be marked as paid and the status of the form will show Pending which means form is submitted successfully." Below the note are three red buttons: "CLICK TO APPLY", "PROSPECTUS", and "PROCESS TO FILL APPLICATION FORM ONLINE". The main heading is "TRANSFER CERTIFICATE" in red. Below it is a paragraph: "Students migrating from other schools must produce their transfer certificate, progress report and character certificate of their previous schools. Correct date of birth is to be submitted at the time of admission. It is the prerogative of the Principal to reject or grant admission to any class without assigning any reason to any application. Admission to Donbosco School is a privilege and not a right."

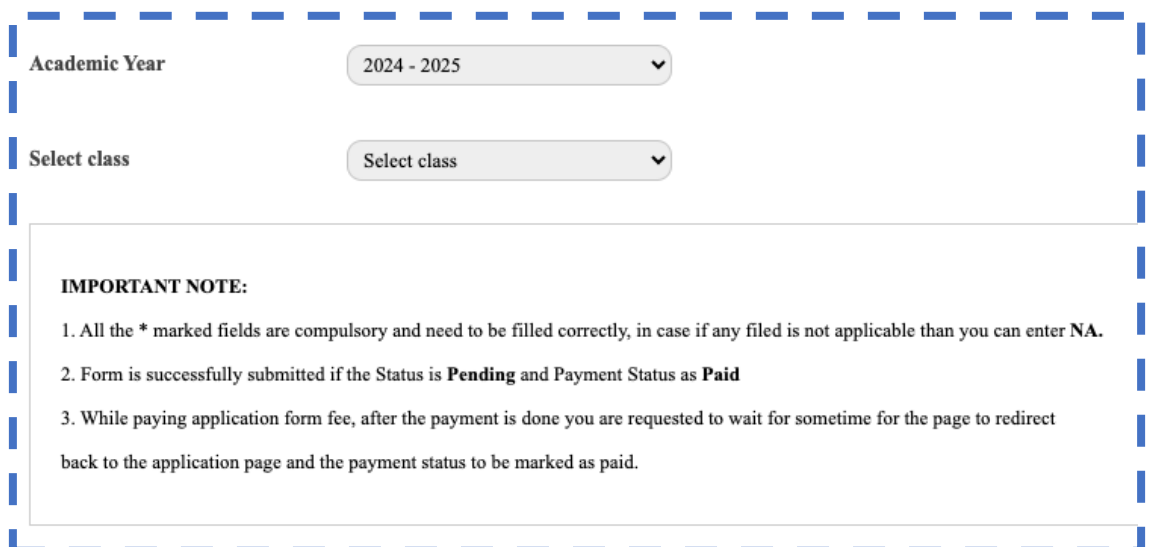
STEP 2 - Select Admission and Class/Course

- Select Admission Year **2024-25**



The screenshot shows a form field labeled "Academic Year" with a dropdown menu. The dropdown menu is open, showing "Select Admission Year" with a downward arrow.

- Select Class/Course if child is eligible as per Date of Birth Criteria
 - **Read the instructions before Applying**



The screenshot shows the application form with two dropdown menus: "Academic Year" set to "2024 - 2025" and "Select class" set to "Select class". Below the dropdowns is an "IMPORTANT NOTE" section with three numbered instructions:

1. All the * marked fields are compulsory and need to be filled correctly, in case if any field is not applicable than you can enter **NA**.
2. Form is successfully submitted if the Status is **Pending** and Payment Status as **Paid**
3. While paying application form fee, after the payment is done you are requested to wait for sometime for the page to redirect back to the application page and the payment status to be marked as paid.

STEP 3 Fill the Application Form and Proceed

While filling the form kindly note following points

Enter details in Capital Letters

- Date of Birth should be as per Birth Certificate
- All * marked entries are mandatory and if any entry is not applicable then you can enter **NA**

Class UKG

Student Personal Details

Student Photo*	No file selected Choose File
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Date of Birth*	2017-10-01 <input type="text"/>
DOB (in words)*	<input type="text"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	India (भारत) <input type="text"/>
Religion*	<input type="text"/>
Caste*	Select an option <input type="text"/>

- Click on Proceed after filling the Application Form

That the particulars stated above, regarding the candidate named above are true to the best of my knowledge, information and belief.* I AGREE I DON'T AGREE

That I have read the School Prospectus and undertake to abide by the same. If any discrepancy / ies regarding the above are noted subsequently the admission may be cancelled.* I AGREE I DON'T AGREE

Father's Signature*	No file selected Choose File
Mother's Signature*	No file selected Choose File
Date*	<input type="text"/>

Total Payable Fee: ₹ 600.00

Summary: Application Fee: ₹ 600.00

Proceed

STEP 4 Submit Application Form and Proceed for Payment

- To Edit the Application form, click on Edit Application
- To Discard and fill the form again, click on Discard Application
- To **Submit** the Application form, click on Submit Application

This screenshot shows the final step of the application form. It contains two sections with radio button options for agreement: "That the particulars stated above, regarding the candidate named above are true to the best of my knowledge, information and belief.*" and "That I have read the School Prospectus and undertake to abide by the same. If any discrepancy / ies regarding the above are noted subsequently the admission may be cancelled.*". Both sections have "I AGREE" selected. Below these are fields for "Father's Signature*", "Mother's Signature*", and "Date*", each with a "No file selected" button and a "Choose File" button. At the bottom right, there are three buttons: "Discard Application", "Edit Application", and "Submit Application".

- Click on **OK** to submit

This screenshot shows the same application form as above, but with a dark grey confirmation dialog box overlaid in the center. The dialog box contains the text "Are you sure you want to submit your application?" and two buttons: "Cancel" and "OK". The "OK" button is highlighted in blue. The background form is partially visible behind the dialog.

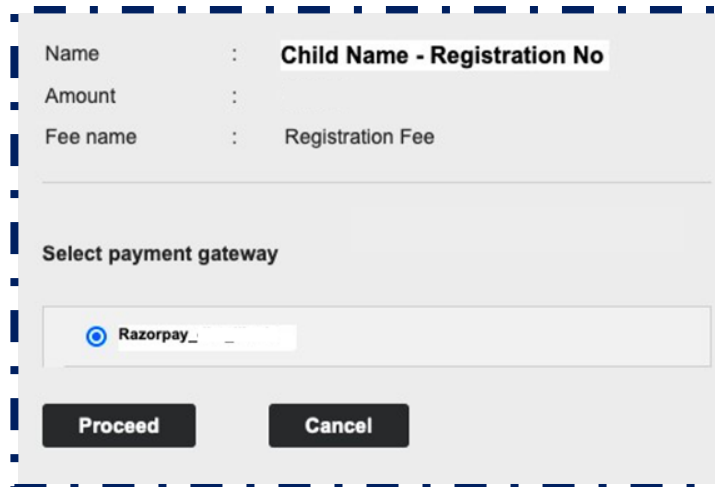
- Click on **Pay fees** to complete the payment

This screenshot shows the application status page. At the top left, it says "Course". At the top right, there are two buttons: "Pay fees" and "Print Application". Below this is a table with the following data:

Applicant Name GAGANDEEP SINGH SANGAR	Status Pending	Application Fee (Rs.) (NOT PAID)
Registration No. :		Application Date :
Student Personal Details		

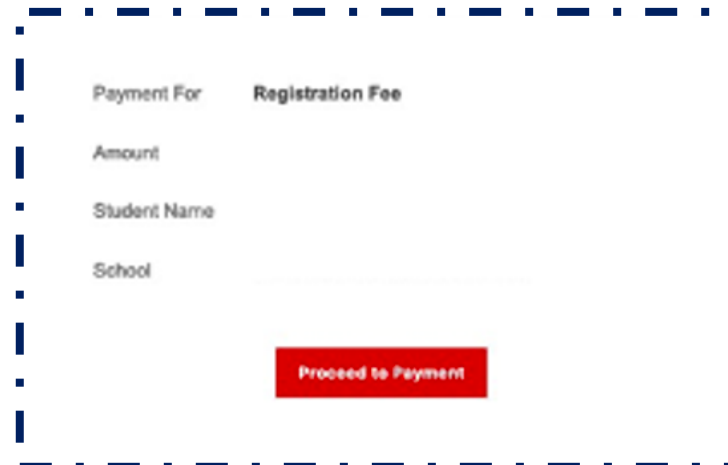
STEP 5 Proceed to complete the payment

- Click on Proceed



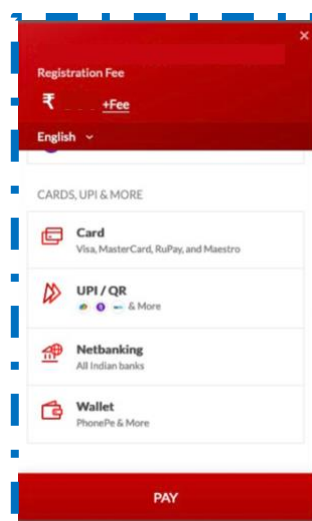
A screenshot of a payment gateway selection screen. The screen is enclosed in a dashed blue border. At the top, there are three lines of text: "Name : Child Name - Registration No", "Amount :", and "Fee name : Registration Fee". Below this is a section titled "Select payment gateway". Underneath, there is a radio button next to the text "Razorpay_". At the bottom of the screen, there are two buttons: "Proceed" and "Cancel".

- Click on Proceed



A screenshot of a payment confirmation screen. The screen is enclosed in a dashed blue border. It displays the following information: "Payment For Registration Fee", "Amount", "Student Name", and "School". At the bottom center, there is a red button with the text "Proceed to Payment".

- Select Mode of Payment (**Debit/Credit Card, Net Banking, UPI, Wallet etc**) and pay the Application form Fee.



A screenshot of a payment mode selection screen. The screen is enclosed in a dashed blue border. At the top, it says "Registration Fee" and shows a red button with the text "₹ +Fee". Below this, there is a dropdown menu with "English" selected. The main content area is titled "CARDS, UPI & MORE" and contains four options: "Card" (with subtext "Visa, MasterCard, RuPay, and Maestro"), "UPI / QR" (with subtext "& More"), "Netbanking" (with subtext "All Indian banks"), and "Wallet" (with subtext "PhonePe & More"). At the bottom, there is a red button with the text "PAY".

STEP 6 Download the submitted Application Form and the Fee Receipt

· After completing the payment kindly wait for the page to redirect back to the application and land on the page as shown below to download the Application form and Fee Receipt.

(NOTE: Status of the submitted form should be **Pending** and Application Fee as **Paid**)

Course	Download Fee Receipt	Print Application
Applicant Name	Status Pending	Application Fee (Rs.)
Registration No. :		Application Date :
Student Personal Details		

Grievance & Queries

In case of any concern after submitting the application form related to online application fee payment, the user is requested to message the following details on Whatsapp message only (9901746032).

1. Registration No (On Form if submitted)
2. Student Name
3. Father's Name
3. Mobile No
4. Brief description of your concern