

ST. STEPHEN'S SCHOOL, DUMDUM
INSTRUCTIONS FOR ONLINE APPLICATION FOR ADMISSION
IN CLASSES PRE-NURSERY & NURSERY (SESSION 2016-17)

1. Log on to www.ststephensschool.co.in and click on ADMISSION FOR CLASSES PRE-NURSERY & NURSERY-2016-2017 SESSION. Select 'Branch' of your choice.
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 Post Office Road, Gora Bazar, Dum Dum, 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 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 candidate's birth certificate, parents' income certificates, 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. A list of selected candidates will be published in the 3rd week of November 2015.
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, 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.