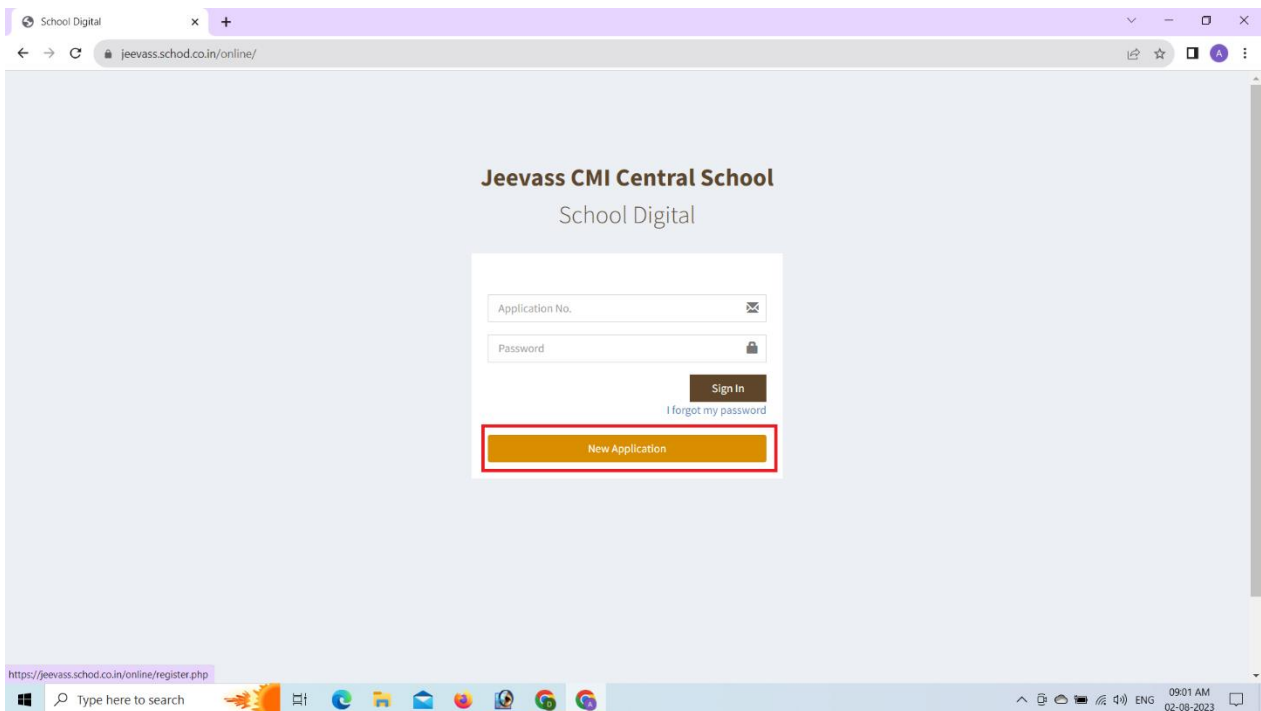


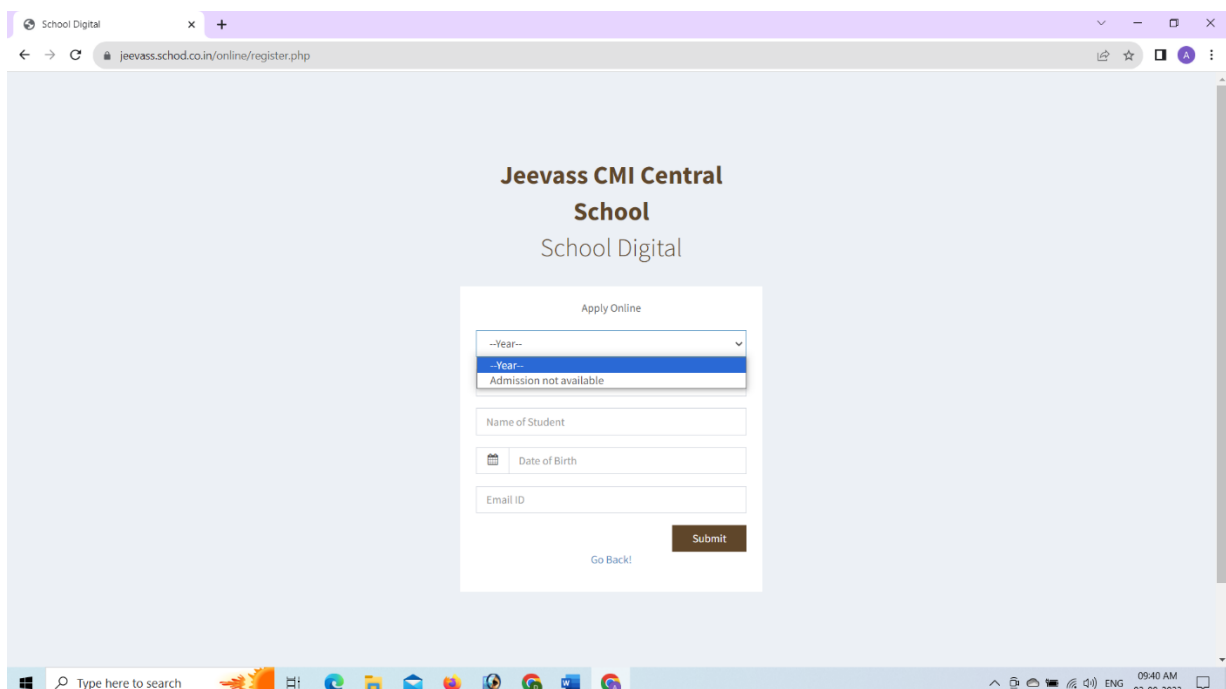
# How to Apply Online

Before you start filling the application form, please make sure that you have a soft copy of the passport size photo of the student, father, mother and guardian in jpg format and maximum size of each passport size photo must be less than 2 mb. Also, you should have a soft copy of the ID proof of the parents and guardian in pdf format and its maximum size shall be 1 mb. Valid ID proofs are aadhaar, voter's id and passport.

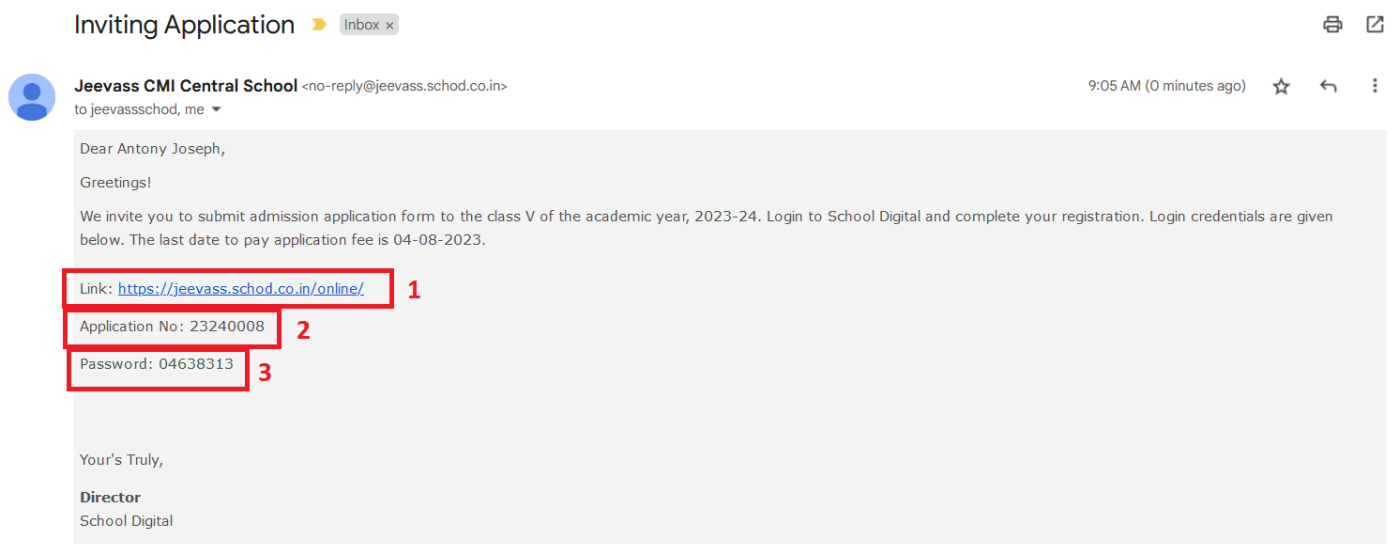
Follow the steps given below to submit Application Form to any grade:



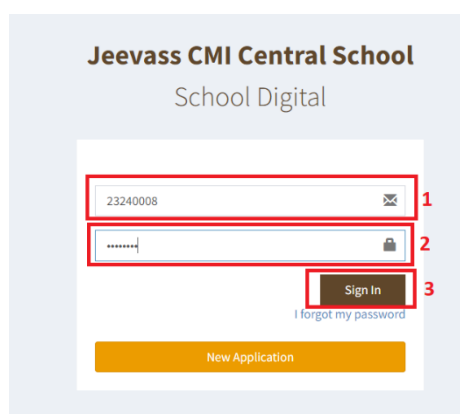
## 1. Click on New Application



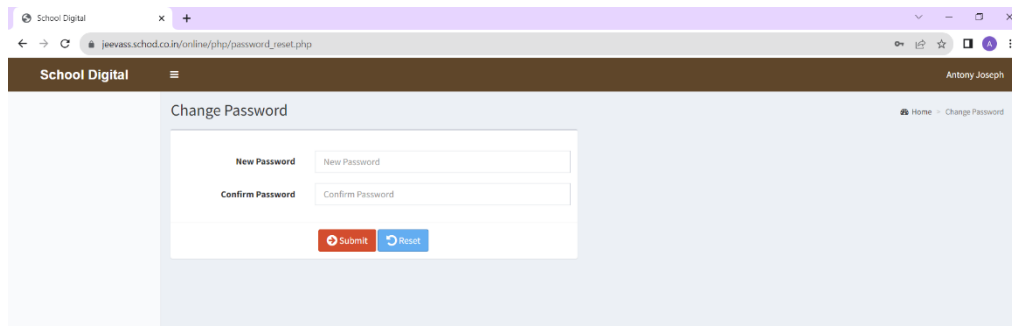
2. If you are getting the above screen, then there is no Application Form available now. You may check the school website or contact the school for the period of availability of the Application Form.
3. If application form is available, then you may select the academic year to which you seek admission and select the class. Application Form will be available only to those classes to which application forms are currently available.
4. Enter the name of the student and date of birth (dd-mm-yyyy) exactly same as in the Birth Certificate of the Student.
5. Enter the email id of the father or the mother of the student. You will receive the application number and its password in this mail id. If you have a gmail id, then please give the gmail id.
6. Once you enter the above details, please click on 'Submit' button.
7. Now, you will receive the application number and its password in the mail id you have entered.



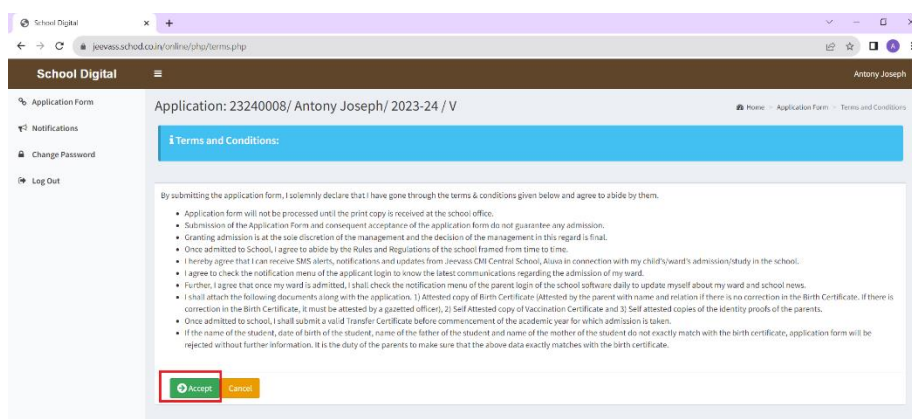
8. If you have not received a mail like the above in the inbox, please check in spam folder too. If found in the spam folder, please mark it as not-a-spam. Please take note of the last date of application fee payment given in the email. You will not be able to proceed with application if application fee is not paid before the expiry of the last date given.
9. You may click on the link (marked 1 in the above image) in the mail to go login screen.



10. Enter the application number and its password as received in the mail, and click on 'Sign In' button.
11. In the later stage, if you forget your password, you can click on the link 'I forgot my password' to reset your password.
12. Once you login, you will be asked to reset your password.



13. Once you reset your password, you will be taken to the next screen to accept the conditions.



14. Click on 'Accept' to proceed. If you do not agree with the conditions given there, you can quit from submitting the application form at this stage. By accepting the conditions, you get the next screen. **Please fill it very carefully. If you skip it here, you will not be able to fill it again.** Here, you are asked fill the username and password of the sibling of the applicant student. Sibling means that the currently studying student and applicant student are having the same father and mother. Relatives are not siblings.

Application: 23240008/ Antony Joseph/ 2023-24 / V

**Note:**  
If any sibling\* of the applicant is studying in Jeevass CMI Central School, you may please fill the username and password of the parent login of the School Digital and submit. General details associated with the student will be copied to the new applicant's profile.  
\* (Sibling means having same father and mother. Relatives are not considered as sibling)

Username \* Username of Sibling

Password \* Password of Sibling

Submit Reset Skip to application form

15.If the applicant student is not having a sibling, then click on 'Skip to application form' to get the application form data entry screen.

School Digital

Application Form

Application: 23240008/ Antony Joseph/ 2023-24 / V

General Details Address Father's Details Mother's Details Guardian's Details Previous Schools Application Preview Make Payment

Aadhar No. Aadhar No.

Gender \*  Male  Female  Transgender

Religion \* --Select Religion--

Caste \* --Select Caste--

Community \* --Select Community--

Height (In Centimeter) Height

Weight (In Kilograms) Weight

Identification Mark 1 Identification Mark 1

Identification Mark 2 Identification Mark 2

Blood Group \* --Select Blood Group--

Nationality \* Indian

Place of Birth As in Birth Certificate

Mother Tongue Mother Tongue

Upload Photo \* Choose File No file chosen (Max Size: 2 Mb)

Save & Continue Reset

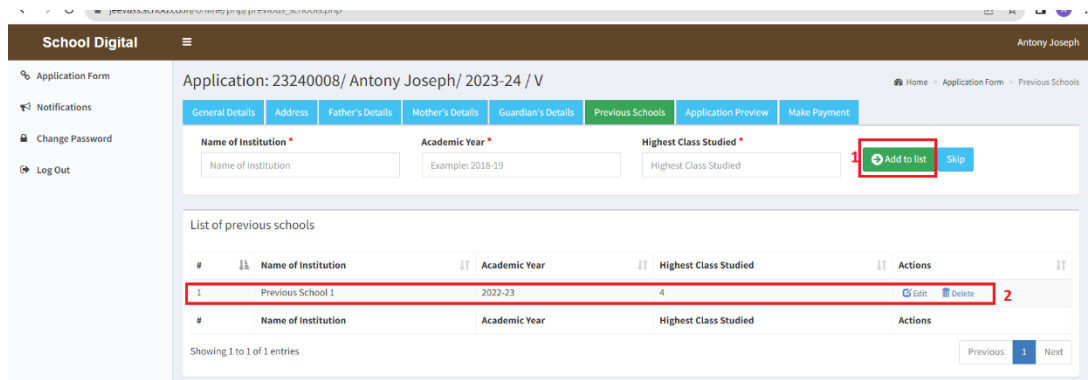
Fields marked (\*) are mandatory!

16. There are different tabs like General Details, Address, Father's Details, .... Fill all the details and click on 'Save & Continue' in each tab.

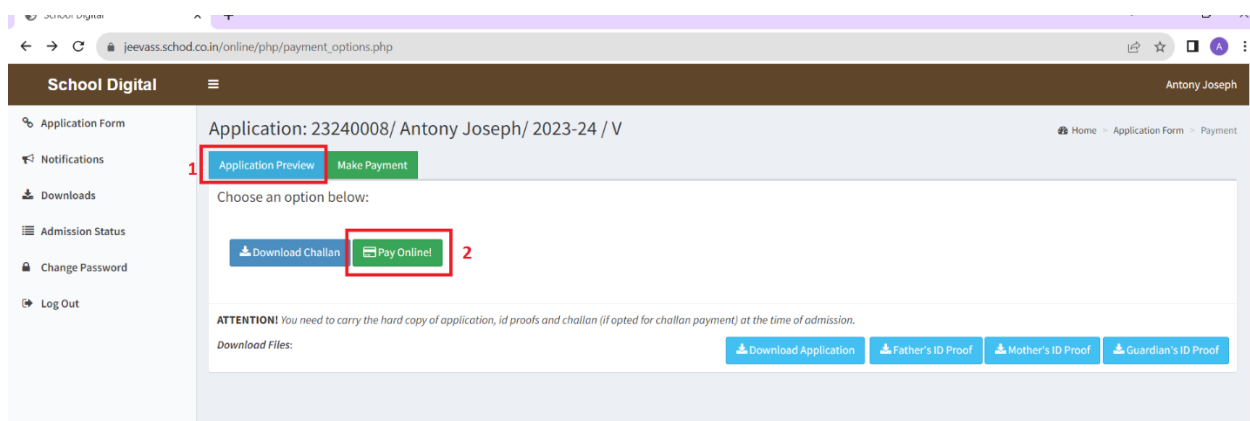
17. **IMPORTANT:** Before you start this section, you should have soft copy of the passport size photo of the student, father, mother and guardian in jpg format and maximum size of each passport size photo must be less than 2 mb. Also, you should have the soft copy of the ID proof of the parents and guardian in pdf format and its maximum size shall be 1 mb. Valid ID proofs are aadhaar, voter's id and passport.

18. **Note on Guardian:** If the father or mother of the student is available locally, then fill the guardian data of either father or mother. If father or mother is not locally available, then fill the guardian data of the concerned person. Please make sure that you fill all data of the guardian including photograph and ID proof.

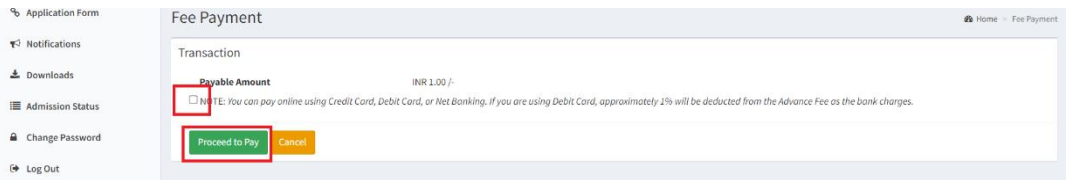
19. After completing the guarding data, you may proceed to next screen by clicking on 'Save & Continue' button.



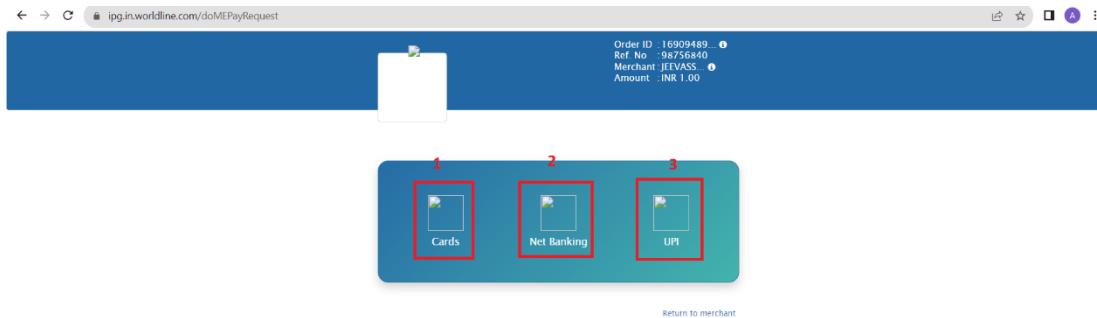
20. You may enter the previous school(s) your child has studied and its academic year and highest class in the school. Please click on 'Add to List' (marked 1 in the above image) to save. If no previous school, then click on 'Skip'.
21. Next, you can see the application form by clicking on 'Application Preview' tab. Please do not click on 'Submit' button at the bottom at this stage. If you want to make any change, then you make changes before you submit the application form. If you want to make changes at a later stage, then you may log out at this stage.
22. You can again login using your application number and password to make corrections in the data you filled and submit.
23. Once you have done everything, click on 'Submit' button and proceed for application fee payment.



24. You can click on 'Application Preview' (marked 1 in the above image) to see the application data here. But, you will not be able to make changes. Before you proceed to make payment, please make sure that the data is correct.
25. Click on 'Pay Online' (marked 2 in the above image) to proceed with application form fee payment. 'Download Challan' will not work and it will be removed from the screen. By clicking on 'Pay Online', you will be taken to the next screen where you have to click on the check box for the information of the Reserve Bank of India (RBI) on online payments.



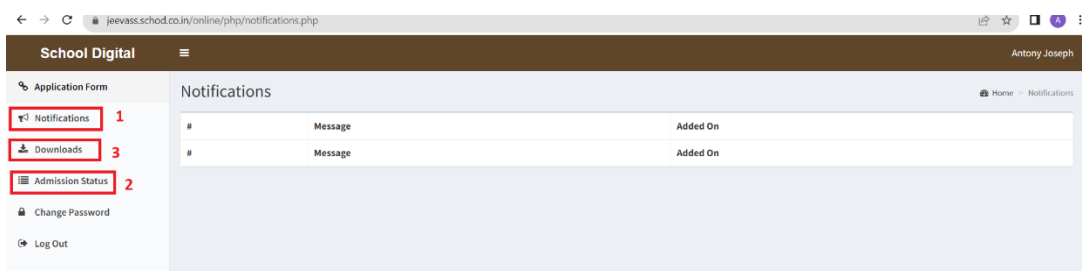
26. Tick the check box and click on 'Proceed to Pay' to proceed with the payment. Then you will be taken to the website of the payment gateway.



27. Now, you can proceed with any of any online payment system. In the above image, image marked 1 is for the card payments like credit card and debit cards, marked 2 is for net banking and marked 3 is for UPI payments (google pay, phone pay, ...). You may select which you want to and proceed with payment. Once you complete payment process, you will be automatically logged out of the screen.

28. It will take at least 3 bank and school office working days to get any online payment reflected in the application portal.

29. You can check the status of your application in the menus given in the left menu panel.



30. It is the duty of the parent to check the Notification (marked 1 in the above image) menu for any communication like date of meeting and different application status.

31. In the menu 'Application Status' (marked 2 in the above image), you will be able to see the status of the application.

32. In the menu 'Downloads' (marked 3 in the above image), you can download the items given there. Please be aware that once you are granted admission and you complete all procedures of admission, you have to download the Admission Confirmation Certificate from the 'Downloads' (marked 3) and act as instructed in the Admission Confirmation Certificate.

33. After making the application fee payment, you should submit the duly signed print copy of the full set of application form (Application Form, Rules and Regulations, Self-attested copy of the Birth Certificate of the Student, self-attested copy of the ID proofs of the parents and guardian) at the school office (grades 01 to 12) or kindergarten office (PreKG, LKG and UKG).