

## STEPS TO FILL ADMISSION FORM:

The Admission form and fee is to be submitted online by selected candidates before coming to the school for completion of admission process. Please follow the instructions to fill the online admission form:

1. Forms will be available online on **23<sup>rd</sup>, 24<sup>th</sup> & 25<sup>th</sup> February 2019 only.**
2. Log on to [www.mountcarmeldelhi.com](http://www.mountcarmeldelhi.com)
3. Click on Admission tab.
4. You will be asked to enter your mobile number for verification. This number should be the same as given in the registration form.
5. If the mobile number matches with our database, the Admission form will open for you to fill.
6. If the mobile number does not match with our database and your child's name appears in the selected candidate list, please contact the school reception. (Tel : 011-24113369,49098014).
7. Read the instructions given for filing admission form carefully. To proceed click Start.
8. The admission form will open with some pre filled details as provided in the registration form. These details (Name, Gender, DOB, Father's Name, Mother's Name, Address, Registration no.) cannot be changed.
9. Fill the other details and provide all information accurately. Any discrepancy found in the information submitted could result in cancellation of admission.
10. Carefully read the form before you click Submit. (No changes can be done in the form after submission.)
11. Read and save the welcome letter from the Headmistress for instructions about procedure and documents required for completion of admission process.
12. Kindly get the Fee receipt along with the documents to complete the admission process on the dates given below **between 8.30a.m. to 11.30 a.m.:**

### Preparatory :

Date of admission process:

Description	Date of Admission Procedure
Category A & D	25 <sup>th</sup> February 2019
Category B	26 <sup>th</sup> February 2019
Category C	27 <sup>th</sup> February 2019