

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 given below to fill the online Admission Form:

1. Log on to www.mountcarmeldelhi.com
2. Click on **Admissions** tab, select Branch and Class (Nursery OR Prep).
3. You will be asked to enter your mobile number for verification. This number should be the same as given in the Registration Form.
4. If the mobile number matches with our database, the Admission Form will open for you to fill.
5. If the mobile number does not match with our database and your child's name appears in the selected candidates list, please contact the School Reception (Ph: 011-28052001).
6. Read the instructions given for filing the Admission Form carefully. To proceed click **Start**.
7. 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.
8. Fill the other details and provide all information accurately. Any discrepancy found in the information submitted could result in cancellation of admission.
9. Read the form carefully before you click **Submit**. (NO changes can be done in the form after submission).
10. Read and save the Welcome Letter from the Headmistress for instructions about procedure and documents required for completion of Admission Process.
11. Kindly get the Fee receipt/ Transaction Slip along with the documents to complete the Admission Process **between 8.30 a.m. to 3:00 p.m. at Mount Carmel School, Sector-22, Dwarka, New Delhi-110077.**