

GUIDELINES FOR ADMISSION
FOR EXTERNAL CANDIDATES – CL. XI
(2019-20)

Guidelines and procedure to fill in the Online Application Form

General Instructions:-

1. Kindly download the guidelines & read all instructions carefully before you click on **PROCEED** button at the bottom of this page.
2. Application Form for Class – XI (External Candidates) will be available on the Entab Campus Care Portal (www.donboscocampuscare.in) from 7th May to 9 May 2019 Only.
3. Candidates who have obtained 90% marks and above only in at least 5 subjects (Including English) may apply.
4. Candidates from ICSE Board only may apply.
5. The name of the candidate, father's name / mother's name, date of birth etc. should be entered correctly in the form as it appears on the ICSE Certificate. **No changes will be allowed later on.**
6. It is mandatory to fill in all fields marked (*) in red. **Middle Name must be left blank IF NOT APPLICABLE.**
7. It is not mandatory to upload the individual photograph online.
8. An incomplete registration form will be automatically rejected.
9. After completing the form, click on '**Submit**' button, you will receive an **acknowledgement receipt** with your **USER ID** & **PASSWORD**.
10. You will also receive your **USER ID** and **PASSWORD** through an SMS and e-mail on your registered mobile/email id. The **USER ID** & **PASSWORD** should be preserved by the parent to check the online admission status of the applicant.
11. The system will direct you to pay the Application Form Fee of Rs. 200/- online. After you have made the payment online, the system will generate a payment acknowledgement receipt and the PDF of the duly filled in Application Form.
12. You are required to take a print out of the Acknowledgement Receipt and the Application Form on a White A4 size paper in a Portrait format.

The print out of the duly filled in Application Form & the payment receipt must be submitted at the school reception by 10 May 2019 (Timings : 8.00 to 11.00 am) along the following documents.

- A covering letter signed by both the parents stating the reasons for change of school
- A photocopy of the birth certificate
- A copy of the ICSE Board Result (Internet Printout) and a copy of the Pre-board Result.
- A recent passport size photograph of the candidate and a postcard size family photo (Mother, Father and the Candidate together – to be affixed on the form).

13. You are required to retain a copy of the acknowledgement receipt as well as the form for future correspondence.

14. Interviews for the External Candidates is scheduled for 11th May 2019. Shortlisted candidates for interview will be informed on 10th May 2019.

NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL ON PARENT HELP DESK TEAM: 01143193333 (EXTENSION: 5) FROM 08:00 AM- 08:00 PM OR WRITE A MAIL ON PARENTDESK@ENTAB.IN