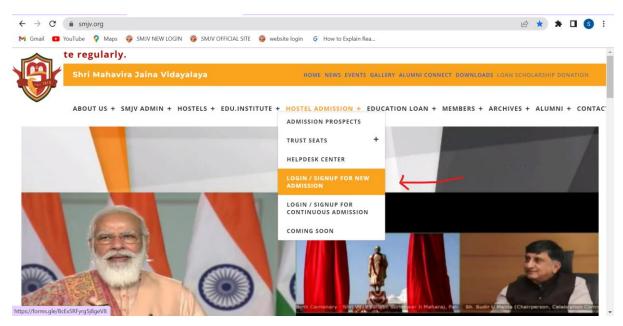
PROCEDURE TO APPLY FOR THE NEW ADMISSION APPLICATION

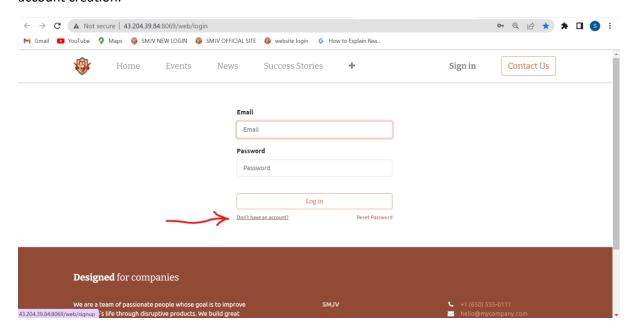
STEP 1- Google search website www.smjv.org



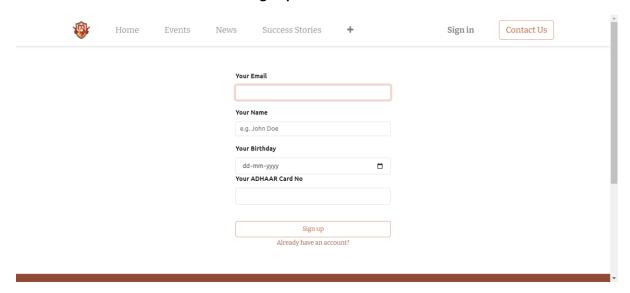
STEP-2 Click on HOSTEL ADMISSION > SELECT LOGIN SIGNUP FOR NEW ADMISSION APPLICATION



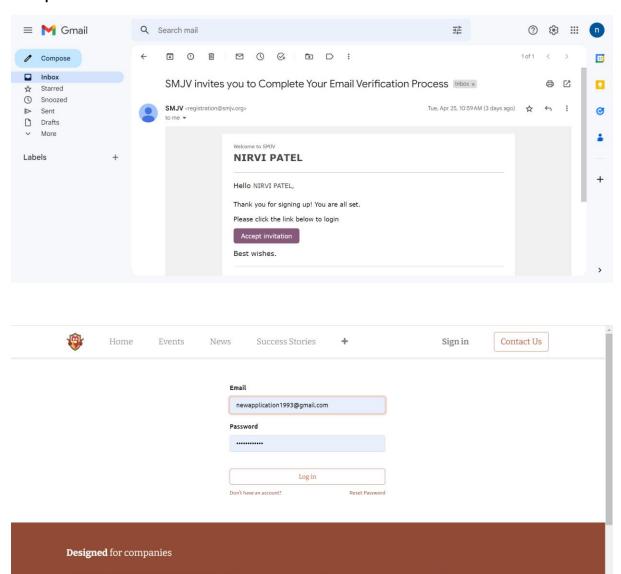
STEP-3 You will be redirected to the LOGIN page. Click on "Don't have an account" to start with the account creation.



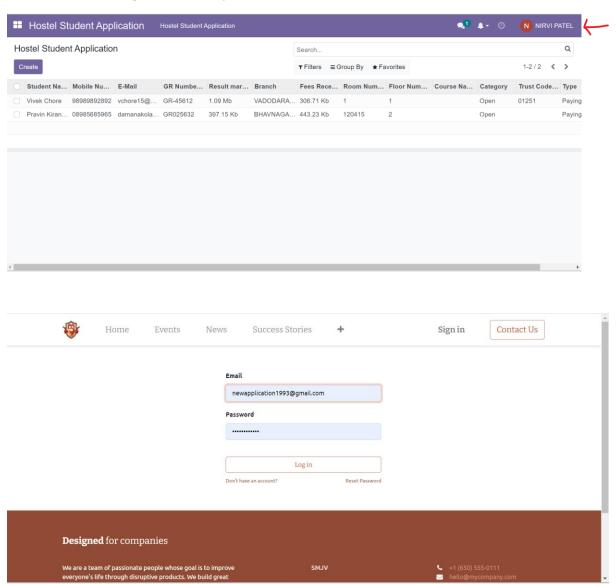
STEP-4 Fill in all the details and click on sign up.



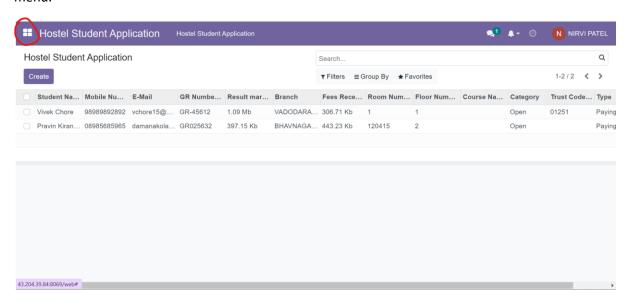
STEP- 5 A Notification email will be sent on the provided email address. Open the email and click on "Accept Invitation" button.

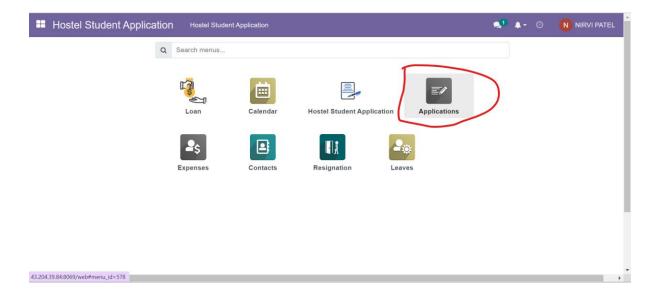


STEP-6 Reconfirm your details again along with creation of password and you will see a dashboard screen with your name on top right corner. (In case if system does not redirect you, then refresh the browser and enter login credentials you have made).

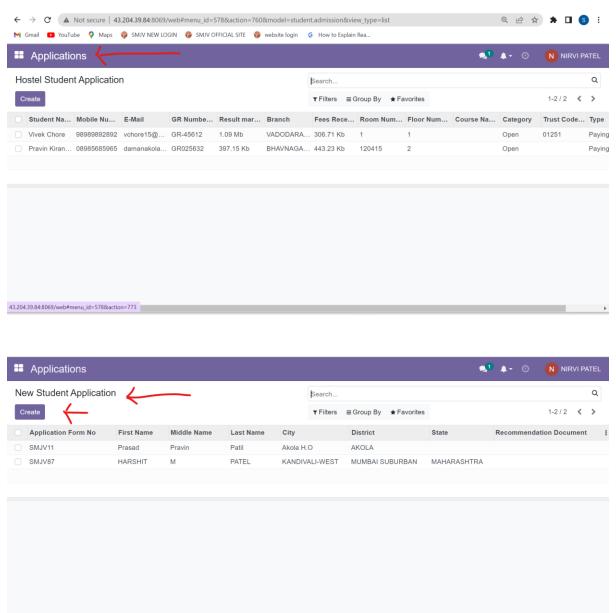


STEP – 7 Click on the **four-square** icon in the top left and search for "**Application**" icon in the grid menu.



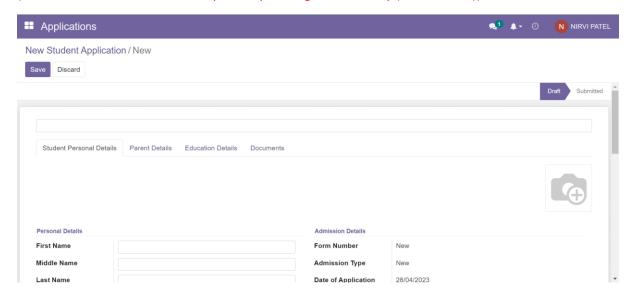


Step- 8 Click on **Application** on the purple bar and verify that you see the word "**New Student Applications**" along with the button "**Create**".

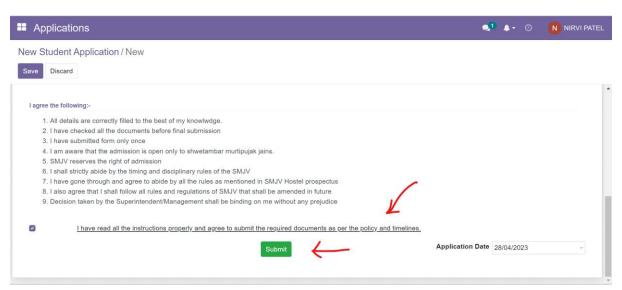


STEP- 9 Click on Create button to open a new form and start filling in the details.

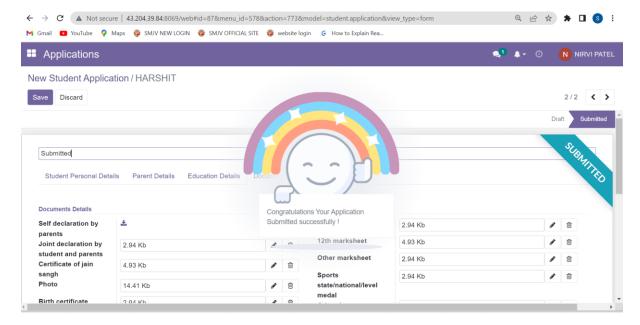
(N.B- Please ensure that student photo uploading is mandatory (camera icon))



STEP- 10 On the last page of Document read the T&C's click on the "I have read....." line and click "SUBMIT".

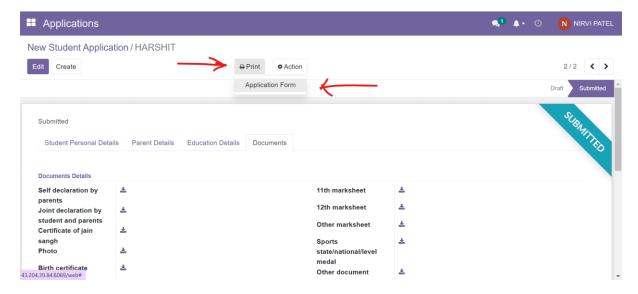


Once your application is submitted you will see the following screen.



NOTES:

- 1. You can save your partially filled form by click on the "SAVE" button if required at any stage of form filling. This will prevent your data loss but ensure that your form is in draft mode and not submitted.
- 2. Once the form is submitted you can take a print of it by clicking PRINT > APPLICATION FORM on the top center (Print will be possible only after application is submitted)



- 3. In case if the system shows "connection lost" or shows Loading then please clear browser cache and try logging in again.
- 4. Inspite of any problems incurring, please contact the respective branches on the numbers provided in the website.

5. If the student has appeared for XII exam and does not have the marksheet then you can guide them to leave that particular upload option blank, proceed ahead with other documents and get the application submitted.

Then in future when the student will get his/her marksheet he/she can go to their application click on EDIT and upload the document (N.B- EDIT option will be functional only on the document page and that too only on marksheets. No other document pre-uploaded will be allowed to be changed).

Once the student finishes uploading IT IS HIS/HER RESPONSIBILITY TO INTIMIDATE RESPECTIVE BRANCH (via mail) where his/her admission is confirmed with its application number and inform that marksheet has been uploaded.

