

Procedure for filling Registration Form

****Please read and understand admission notification before proceeding to the registration form.**

Things to do first.

- 1. Payment of Registration fees:** You can pay registration fee to school account through NEFT, RTGS or IMPS. Fee to be paid and details of bank account is mentioned in notification. Please keep the transaction receipt ready in **pdf** format (file size max 300 kb)
- 2. Photographs:** You need to upload recent passport size photographs of child, father and mother. Please resize photos as per specification given below. You can use online tools for resizing photos.
 - a. File Types: .jpg, .jpeg, .png
 - b. Height: 500 to 531 px Width: 400 to 413 px
 - c. Resolution: 100 dpi (recommended :300 dpi)
 - d. Max File Size: 150 kb
- 3. Documents:** Please upload documents that mentioned in admission notification. Specification of documents is given below.
 - a. File Types: .pdf
 - b. Max File Size: 300 kb

Proceed to Registration Form

1. Proceed to registration form through link given on School website.
2. New User Registration: Create a new user using "NEW USER REGISTRATION." Please note down and registered email id and password for future use.
3. Login to the Admission Portal using registered Email ID and password.
4. Proceed to Registration form by clicking on link given in dashboard.
5. Registration form steps:
 - a. Step 1: Registration form
 - i. Fill all mandatory details (* marked) and save the form. In case you are not able to save, please check the validation message and follow the instructions.
 - b. Step 2: Document Upload
 - i. Upload all mandatory documents (* marked) prescribed in admission notification.
 - c. Step 3: Preview and Submit
 - i. Verify the application and uploaded documents. Please edit if required.
 - ii. If everything is correct tick the declaration and click on "SUBMIT TO SCHOOL". Please be aware that after this procedure you cannot make any changes to the registration form.
 - iii. Download the application form
 - iv. Registration procedure is completed.

****In case of any issue you can login back and complete the pending form.**

****There will be no email communications. You can view or download the completed application form from admission portal.**

****For technical support please email to techsupport@vpmspune.org**