



## Guidelines for filling up Online Application Form for XI Grade: (Session 2020-21)

Please read this guideline before filling up your online application form at the website <http://www.gdmis.co.in/>

### STEP I:

The students who apply for XI Grade (Session 2020-21) first pay the registration fees online at school website i.e. <http://www.gdmis.co.in/>

**IMPORTANT!** The Email ID (Only use Gmail ID) used for registration must belong to the applicant. The email address must be valid and functional. There is no scope for changing the registered email address in future. All communications shall be sent only to the registered email address.

1. Go to the website <http://www.gdmis.co.in/>
2. Click on **Pay Registration Fees Online** Button
3. Use same **Student Name** and **Mobile Number** as going to be registered.
4. After Successful payment you will get an INSTAMOZO PAYMENT ID
5. Keep the Invoice/ PAYMENT ID along with you.

### STEP II:

(i) **Name & Gender:** Please enter your name as mentioned in your Class X Mark Sheet. Choose your gender.

(ii) **Date of Birth:** Please enter correct Date of Birth (MM/DD/YYYY format). No modification can be made thereafter. During the application process, the applicant will be asked to upload his/her Class X Mark sheet or Certificate as proof of date of birth.

(iii) **Re- Admission for GDMIS Students:** Select whether you are taking re-admission or you are new student to GDMIS.

(iv) **Vehicle Facility:** Please Choose whether you required the Vehicle facility or not. (Vehicle facility subject to availability of seats)

(v) **Hostel Requirement:** Please Choose whether you required the hostel facility or not.

(vi) **Email:** The applicant has to enter his/her own valid & functional email address (Gmail Only) which will be used for the application process and subsequent communications upon registration.

(vii) **Fathers Name, Occupation & Contact Number:** Please enter your PARENT'S NAME as mentioned in your Class X Mark Sheet.

(viii) **Mothers Name, Occupation & Contact Number:** Please enter your PARENT'S NAME as mentioned in your Class XII/X Mark Sheet.

(ix) **Upload Marksheet:** Upload your grade X<sup>th</sup> Mark-sheet and that should be in (.pdf format only.)

(x) **Permanent Address:**

(xi) **Local Guardians address:**

(xii) **Upload Photograph:** Upload the scanned and saved passport size photograph.

(JPEG format, maximum size - 100KB)

Please click **APPLY NOW** button after entering all the details.

- ✓ PLEASE ENSURE THAT THE SCANNED DOCUMENT FILES LISTED ABOVE ARE LEGIBLE AND READABLE.
- ✓ APPLICATIONS SUBMITTED WITHOUT ILLEGIBLE DOCUMENTS ARE LIABLE TO BE REJECTED.

**If the applicant does not submit his/her application form, it will be rejected as incomplete application. No claims shall be entertained in case of incomplete or non-submitted application.**

**After the On-line submission of application, the applicant must obtain a print out of the submitted application for his/her records. (submitted application will be sent on registered email id only)**

**DO NOT SEND THE APPLICATION OR ANY OTHER DOCUMENTS BY POST.**

**DO NOT SUBMIT MORE THAN ONE APPLICATION. Duplicate applications will not be considered.**