Om Sri Sai Ram

SSSH Admissions 2020-21 - Online Application – Frequently Asked Questions

1. **Where can we access the online application form and a soft copy of the Information Handbook?**

    You can access the online application on the following links:
    - http://pbmt.org/Admissions
    - http://sssset.org/Admissions

    Note: The soft copy of the information handbook will only be available after the applicant successfully registers on the online application system.

2. **What is the procedure to fill-in the application online?**

    First you will need to register as an applicant by entering your name, a valid and working email address (example: *user@gmail.com*), desired user id and a password.
    - Once the registration is complete, you can continue to fill-in the application details (*please remember your login user ID and* password). After submitting the information online, the system will send you an email with the completed application form and the entrance exam hall ticket along with detailed instructions on how to pay the application fee and where to send the signed application form.

3. **Are all the fields on the online application form mandatory?**

    All mandatory fields are marked with a '*'. The system will also prompt the user if the mandatory fields are not filled-in.

4. **How do I select the options for desired class and location?**

    Admission is open to only 6th standard in both CBSE and Karnataka State board (for both boys and girls). On the Student Information page, once the applicant's gender is selected, the system provides the available location options based on the gender (for example, if the gender "Female" is selected, the system will show only the options available for girls). Please choose the options in the following sequence:

    -   Applying for class **->** Medium **->** Board **->** Hostel / School Location

5. **Is it mandatory to get the previous examination marks attested by the principal / headmaster of the school where I studied / am studying at present?**

    Yes. **It is mandatory** that the school headmaster or the principal attests the marks / grades obtained by you in your previous class (final exam) or present class (mid-term exam), **with his/her signature and the institution seal**. *Please note that if the marks / grade is not entered OR if any manual corrections are made to the marks on the printed application form (without proper signature and proof of authenticity), your application will be rejected.*

6. **I filled in the information on all pages on the online application form. What next?**

Once you have entered all the information in the online application form –

1. Click the button '**Complete Online Submission**' on *Application Submission* tab:
   i. The system will validate the application to ensure that all required information has been entered and stores your application form with a new **Application Number**. (*Note: Once your application is 'Submitted', you will not be able to edit the information again*).
   ii. You will get an email to your registered email address with the completed application form, the entrance exam hall ticket along with detailed instructions on how to submit the signed application along with the application fee payment
   iii. You will now come to the home page that shows your application number and the current status

2. From the email received on your registered email address, you will need to **print** and **mail** the completed application form with the application fee payment and other documents. Please follow the instructions given below:

   a. **Print** the Completed Application form attached in the email
   b. **Print** the entrance exam Hall Ticket (also attached in the email – you will keep this with you).
   c. **Fee Payment**:
      The application fee of ₹ 100 can be paid by using any of the following two modes:

      o DD (Demand Draft)

         - A Demand Draft (*payable at Muddenahalli*) for **₹ 100** favouring "**Warden, Sri Sathya Sai Loka Seva Boys Hostel**" should be drawn on "**State Bank of India, Muddenahalli Branch (Code 40776)**". Please see the information handbook for more details.

            Note: *Write the Applicant Name, Class and the Application Number on the back of DD*

      o State Bank Collect (SB Collect)

         - STATE BANK COLLECT is a facility through which you can pay the fee at State Bank of India either at the SBI Branch or by using NET Banking or Credit / Debit Card. YOU ARE NOT REQUIRED TO HAVE AN SBI ACCOUNT TO USE THIS FACILITY. The bank will charge a fee for this service.

            Detailed instructions to complete fee payment using SB Collect is accessible from the home page of the Online Application facility (the instructions will open in a new tab in your browser)

d. **On the Printed Application Form:**
    i. Affix one passport size picture of the applicant
    ii. Write the payment details (DD or SB Collect) in the Application Fee Payment Information section
    iii. Both Applicant and the Parent/Guardian should **sign** the declaration

e. **Mail the following documents:**

- Completed Application Form signed by the candidate and his / her parent or guardian, along with applicant photos affixed
- Payment:
    a. If you are paying by Demand Draft (DD), <u>attach the original DD</u>. Write the DD details on the Application Fee Payment Information section of the application form
    b. If you have paid by SB Collect, then please attach the receipt with the bank seal. Write the SB Collect payment details on the Application Fee Payment Information section of the application form
- Copy of the marks card from the previous academic year's final exam and current year's midterm exam duly attested by the head master or the principal
- Copy of the Income Certificate & BPL card (if applicable)

*The above documents should be mailed by Registered Post w/ acknowledgement OR delivered in person at the following address **on or before March 15th, 2020**:*

Coordinator, Admissions Management Centre,
Sathya Sai Grama, Muddenahalli P.O
Chikkaballapur Taluk & District, Pin code - 562101,
Karnataka State

3. Hall Ticket: The Hall Ticket should be kept with the applicant.
    a. Affix a photograph of the applicant
    b. Please sign (both applicant and parent / guardian)

    DO NOT MAIL THE HALL TICKET with the application. Completed hall ticket should be brought by the applicant to the Exam Centre on the day of entrance exam

7. Whom can I contact if I need general information about admission process?

    Please write to admissions@ssslsg.org or call **94993 60933 / 93800 66253 / 08154-240700 (option 4)**

8. Whom can I contact if I need further assistance with the online application?

    Please write to admissions@ssslsg.org if you need further clarification or assistance. You can also contact us at the following phone numbers: **90192 83854 / 90192 88784**