STEP BY STEP REGISTRATION GUIDE

Online Registration

The admission to various courses at St. John's College of Nursing is based on merit, entrance test and personal interview.

- Applicants seeking admission to any of the courses must register on the centralized Institutional admission web portal. http://cmis.stjohns.in/applicantLogin.htm

Step By Step Process

1. To Register online, an applicant must visit the URL:http://cmis.stjohns.in/applicantLogin.htm The Applicants are advised to use the following internet browser.
   - Mozilla Firefox
   - Google Chrome

2. The Online Admission Application Portal of St. John's College of Nursing is accessible through the desktop/laptop.

3. As a first-time user, applicant shall create the user account by clicking on the "**Online Admission Application**" link.

4. All fields are mandatory in the primary registration form (See below).

5. Applicants who do not have a valid email-id must create an email-id before continuing. The applicant must also ensure that the email-id and password is kept handy for all future correspondence regarding admission process.

6. Applicant shall enter the applicant's name as mentioned in Class X / XII Board marks card. For example, if your name is Raj Kumar Gupta, enter Raj as your first name, Kumar as your middle name and Gupta as your surname. If you do not have a middle name, leave the text box blank.

7. Enter your email-id. Henceforth this email-id will be your login-id and will also be used for admission purposes.

8. Applicant shall also provide a valid mobile phone number (10 digit number without any prefix, i.e. 0 or +91).

9. After entering all the details, enter the "Captcha" in the text box (which is case sensitive).

10. Before submitting the primary registration form, the applicant must ensure that all the details entered are correct. Finally click the "Register" button to create a new user account.

11. After registration, the applicant will receive a password on the registered mobile number, as well as registered email-id, which the candidate can use in future, to download the hall ticket / admit card. Any important announcements from the College will also be sent to the registered email-id.

12. After registration, the applicant will be redirected to the main admission application form and the applicant can start the online registration process.

13. In case the applicant has forgotten the password or wishes to reset it, the applicant can do so by clicking "Reset Password" button. The applicant will get OTP on the registered mobile number which the applicant can use to reset a new password.

14. The entire registration form is divided into nine tabs (sections/pages) and the applicant needs to enter details in each of the sections.

15. In the first section/screen, the applicant will have general instruction on filling the application form. The applicants must read the instructions carefully. To start the application form, the applicant has to click on **"Save & Next"**.

APPLICATION FORM

Application for Course- M.Sc. Nursing

| 1. GuideLines |
| 2. Personal Information |
| 3. Parent Detail |
| 4. Eligibility Details |
| 5. Other Details |
| 6. Entrance Exam Detail |
| 7. Department/ Shift Preferences |
| 8. Work Experience |
| 9. Payment details |

Steps: » Following information is required to fill up the online application form :
 (1) Personal information.
 (2) Education details of qualifying exams.
 (3) Scanned copy of all mark-sheets of qualifying exams.
 (4) Scanned copy of other relevant documents.
 (5) Payment Details for Admission form
Step: 1 » Personal Information
          Date of birth, Mobile No, Address, Caste, Category Details , Scanned Photo(Must be less than 340 kb,format-.jpg/.jpeg).
Step: 2 » Education details of Basic B. Sc/Post Basic B.Sc. Nursing
          Year of Passing of Basic B. Sc/Post Basic B.Sc. Nursing should be carefully specified
Step: 3 » Upload Scanned Documents
          All marks Sheets and certificates and other documents mentioned in the Document list.
Step: 4 » Payment details for admission form
          Application form fee can ONLY be paid Online - By Credit / Debit card or by Net Banking.

To start the Application, Scroll down and click on Save & Next :-

Incase of any query regarding online Admission Application form, feel free to contact Admission Dept. : 080 4946 6029, 080 4946 6031 OR mail your query to : admission2018@stjohns.in

16. In the Second section/screen, the applicant needs to fill the "Personal Details" (as in the applicant's marksheets/certificates).

➔ The applicant needs to choose the gender carefully.

➔ Passport size photograph of the applicant. The size of the photo should be 340KB (Ideal Dimension (150px * 200px).

➔ The applicant shall enter the Date of Birth as it appears on the applicant's class X certificate.

➔ The applicant may enter the Aadhaar Card Number, if available.

➔ The applicant shall select the Category (Catholic, Other Christian Denomination or Other Religion [Non Christian]).

➔ Selecting "SC/ST/OBC/General" from the drop-down menu is mandatory.

➔ Once the applicant clicks the **"Save and Next"** button, details are saved. At the end of each page, there are two buttons, namely **"Previous" and "Save & Next"**. If an applicant wishes to edit the previous information, then click on the **"Previous"** button and can change the earlier submitted information. In case the applicant is satisfied with the information entered, click on the "**Save & Next**" button to move to next screen.

➔ The applicant will not be allowed to move to the next screen until all the mandatory fields are entered by the applicant.

17. In the third section/screen, the applicant needs to fill the "Parents / Legal Guardian Details". The applicant needs to choose either Parent's detail (Father and/or Mother) or the legal guardian's detail (In case of religious sister or in case of demise of parents) to enter the information. The applicant must fill the name, contact number and the address of the parents / legal guardians in this tab.

18. In the fourth section/page, the applicant needs to enter the "Academic Details" (as in the Applicant's Certificates). Choose the eligibility (XII / Diploma / Graduation) from the selection and enter roll number as it appears on the admit card of the qualifying examination. Select the year of passing the qualifying exam from the drop-down menu and the result status. In case the result is not announced, choose the "Pursuing" option from the drop-down menu. On clicking "Save" button, a preview will be generated. The applicant can move to the next section/page by clicking on "Save & Next" button.

19. In the Sixth section/page, the applicant needs to click on the "Entrance exam button". Then the date of the entrance exam will appear. Select the same and proceed.

20. In the Seventh section/page (For M.Sc. Course only), the applicant can select the multiple courses on priority bases. Select the course name and set the priority.

21. In the ninth section/page, the applicant can preview the complete application form. Ensure that all the fields have been entered.

22. Now the applicant can proceed for the online registration payment. It is to be noted that the Applicant's online registration process goes into completion only after the payment of the registration fee online.

➔ Permitted modes of online payment : Debit card / Credit card / Net banking.

23. After the payment, click the submit button for the submission of the application form.

24. After the online payment and the final submission,

➔ The applicant will not be able to edit any information.

➔ The applicant can download the admit card / hall ticket.

25. The candidate is also advised to keep a copy of the Admission form and the fee receipt.

26. Helpline : Contact no. 080 4946 6029/30/31 - Email id : **admission2018@stjohns.in**