

STEP BY STEP REGISTRATION GUIDE*

Online Registration

The admissions to various Courses of the College of St. John's are based either on merit or entrance or by the personal interview.

- i. Applicants seeking admission to any of the courses must register on a centralized admission Web Portal.

Step By Step Process

1. To Register online, an applicant must visit the following 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 the College of St. John's is responsive (mobile/tab friendly). However, the webpage may appear different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.
3. As a first-time user, applicant shall go to "First time Applying" to create the user account by clicking on the "**Online Admission Application**" link.

The screenshot displays two panels from the online admission application portal. The left panel is for registration, titled "If you are applying for the first time, Please Fill Admission Registration Form Guidelines". It contains several input fields: a dropdown menu for "St. John's Bangalore", two dropdown menus for "-- Select Institute --" and "-- Select Course --", and text boxes for "First Name", "Middle Name", "Last Name", "Email Id", and "Mobile No - 10 digits". There is a "Refresh" button and a large blue "Register" button at the bottom. The right panel is for login, titled "Once Successfully Registered Please Login with registered Email Id and password you've received on your Email ID/Mobile No to fill online Application form.". It includes text boxes for "Username" and "Password", a checkbox for "Remember me on this computer", a blue "Login" button, and a "Forgot password?" link.

4. Under the page, all fields are mandatory and indicated by a red asterisk (*) adjacent to the name of the field.
5. Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
6. Applicant shall enter the applicant's name as mentioned in class X / XII Board. 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 existing email-id which will be your henceforth login-id and also will be used for the 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. Applicant must ensure that all the details entered are correct. Before submitting the details, applicant must confirm that the details entered are correct. Finally click the “Register” button to create a new user account.
11. After registration, the applicant will receive the password on their registered mobile number, as well as registered email address which he/she can use in future for download the hall tickets and any important announcements from college. However, even if you do not receive an email/mobile message, your user account is still functional.
12. After register, the applicant will be redirect to the main admission application form and the applicant can start the online registration process.
16. In case the applicant has forgotten the password or wish to reset it, the applicant can do so by clicking “Reset Password” button. The applicant will get OTP on registered mobile number which he can use to reset a new password.
17. The entire registration form is divided into nine tabs (sections/pages) and applicant needs to enter details in each of the sections.
18. In the first section/screen, the applicant will have the guidelines about how to fill online admission application form. The applicants must read the Guidelines 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

19. 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. In case of a transgender, enter the choice as “Other”.
- ➔ Passport size photograph of the applicant. The size of the photo should be 340KB (Ideal Dimension (150px * 200px).
- ➔ Scanned signature of the applicant (If available).
- ➔ 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)) and must select the “SC/ST/OBC/General from the drop-down menu.
- ➔ Enter the Correspondence Address so that communication sent by the University of Delhi regarding admission process reaches you in time. The University of Delhi shall not be responsible for any loss, damage or consequences for wrong delivery by the post office. Update your Correspondence Address online in case of any change. Tick the checkbox if the Permanent Address is same as the Correspondence Address.
- ➔ 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” Tab and can change the earlier submitted information. In case the applicant is satisfied with the information entered, click on the “Save & Next” tab to move to next tab.
- ➔ The system will not allow to move to next tab until all mandatory fields are entered by the Application.

The screenshot displays the 'APPLICATION FORM' for 'Application for Course- M.Sc. Nursing'. The '2. Personal Information' section is highlighted with a red box. The form contains the following fields and data:

Full Name: *	Dhara	Middle name/ Father's name	Contractor	
Name as it appears on Xth/ XIIth Marksheet/ Graduate Marksheet: *	Dhara			
Email: *	bhavyank.c223@gmail.com			
Mother's Name: *	dpka			
Blood group: *	A+			
Date of Birth: *		Place of Birth: *	BANGALORE KARNATAKA	
Age:	18			
Upload Your Signature Here:	Upload Your Signature <small>(Signature image should be 10-20 KB) (Ideal dimensions: 170px * 90px)</small>		Marital Status: *	Married
Gender: *	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Transgender		Mother Tongue: *	Hindi
Caste: *	HINDU BRAHMIN		Sub-Caste:	
Residence Address/ Correspondence Address:	KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 560054.			

20. In the third section/screen, the applicant needs to fill the “Parents / Legal Guardian Details”. They are advised to enter all the details though all fields are not mandatory. The applicant can either choose either Parent’s detail or can choose the Legal Guardian detail to enter the information. The applicant must fill The Name, Contact number and the Address or Parents / Legal Guardians in this tab.

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Application for Course: M.Sc. Nursing

1. Guidelines
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3. Parent Detail
4. Eligibility Details
5. Other Details
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9. Payment details

Details of Parents / Legal Guardian : *
 Father Mother Legal Guardian

Legal Guardian's Name: *
 DIR RAMESH Middle Name: PANCHAL

Legal Guardian's Email: *

Legal Guardian's Mobile No.: *
 9714077966

Legal Guardian's Profession: *

Annual Income: * Residence Address: *
 MARUTHINAGAR, BANGALORE.

District: * Taluka: *

Village: * Pincode: *

Educational Qualification: * Income Tax PAN No.: *

Previous Save & Next

21. 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. 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 “Perusing” option from the drop-down menu. Update the status of result as soon as it is declared, before the last date of registration. On clicking “Save” button a preview will be generated. The applicant can move to the next section/page by clicking on “Save & Next” button.

APPLICATION FORM
Application for Course: Computer Technology

1. Guidelines
2. Personal Information
3. S.H.S
4. Std.XII / Diploma
5. Graduation
6. Entrance Exam Detail
7. Payment details

Note: Make correct choice between Std.XII or Diploma. Alteration in choice is not allowed after data is saved.

Std.XII Diploma

Qualifying Status: Completed Pursuing

Percent System Grade System

Marks: * 650 Outof: * 750 Grade: *
 Percentage 86.67 Equivalent percentage(%): *
 Year of Passing: * 2008

Board: * MAHARASHTRA STATE BOARD

Seat No: * 15451215

Stream: * Science

School / College Name: * Mahesh

Place: pune

Click save & next

Previous Save & Next

22. In the Sixth section/page, the applicant needs to enter the “Entrance exam Details”. To select the entrance exam detail, the candidate has to click on Add/Edit detail and have to select the name of the entrance exam.

APPLICATION FORM

Application for Course- M.Sc. Nursing

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Add/ Edit Test Detail

Sr no.	Test Name	Score	Percentage	Percentile	Normalized Score	Action
1	College Computer Based Exam & Interview (SLOT : Wed, Jul 18, 2018 09:00 AM)					

Previous Save & Next

23. In the Seventh section/page (For multiple course selection only), the applicant can select the multiple courses with the Priorities. Select the course name and set the priority.

APPLICATION FORM

Application for Course- M.Sc. Bio/Micro/Haem

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

	Sr. No.	Branch Name	Course Code	Shift Type	Priority
<input checked="" type="checkbox"/>	1	AHS - M.Sc. - M.Sc.(BIOCHEMISTRY)	M.Sc. - Biochemistry		1
<input checked="" type="checkbox"/>	2	AHS - M.Sc. - M.Sc.(MICROBIOLOGY)	M.Sc. - Microbiology		3
<input checked="" type="checkbox"/>	3	AHS - M.Sc. - M.Sc.(HAEMATOTOLOGY)	M.Sc. - Haematology		2

Previous Save & Next

24. In the ninth section/page applicant can preview the complete application. Kindly make sure that all fields have been entered.

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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**

Please verify profile details and Make payment to proceed.

Personal Information

	Full Name	Dhara Contractor	DOB	Apr 01,2000	Age: 18
	Gender	Female	Email Id	bhavyank.c223@gmail.com	
	Mother's Name	dipika	Domicile	Karnataka	
Phone no.		Religion	Christian	Caste	HINDU BRAHMIN
Candidate's/Student's mobile number.	9714077966	Mother Tongue	Hindi		
Category:	Catholic	Belongs to SC/ ST/ OBC:	OBC	Diocese (If Catholic)	
Residence Address	KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 380054.			Aadhaar No:	
Permanent Address	KORAMANGALA 4TH BLOCK, NEAR BANK OF BARODA, BANGALORE, KARNATAKA - 380054.			Pin:	380054
Country	India	State	Karnataka	City	Bangalore
Place of Birth	BANGALORE KARNATAKA		Marital Status	Married	
Are you a Religious Nun:					

Sr.No.	Designation	Company/ Employer	Currently working?	Duration	Location	Monthly Income

Graduation Detail	Parent's Details
Total Marks Obtained	500 / 600
Percentage (%)	83.33
	Legal Guardian's Name:*
	DR RAMESH PANCHAL
	Legal Guardian's Email:

Payment Mode: *

Online Payment

Make payment

Previous

Finish

27. Now the applicant can proceed for the online registration payment. Applicant's online registration process shall be completed only after payment of the online registration fee.

28. The Applicant can make the payment by the mode of online only. They can use Debit card, Credit card or Net banking to make the online payment.

29. After payment and final submission, the applicant will not able to update any information.

30. After the payment, the applicant can able to download the hall ticket (If available) and the Application form with the fees receipt.

31. The Applicants may also send general and technical queries related to online registration and admission process at admission2018@stjohns.in and can call on the helpline numbers mentioned in the Guidelines.