

## **DELHI MODEL VIRTUAL SCHOOL**

### **ADMISSION PROCESS-USER GUIDE**

#### **First Round- Online Application Form**

1. Students will apply on: <https://dmvs.ac.in>
2. As the first step of registration, applicants need to verify their mobile number by submitting the OTP
3. Applicants will fill in personal details, correspondence details, candidate details, and class preference, and review the application
4. On submitting, applicants will receive a login ID and password over mail. Applicants are directed to note the Login ID and Password as the same will be required to complete the online second step of registration.

#### **Second Round- Document Verification**

5. As the second step of registration, applicants must upload documents per the mentioned specification.
6. The following documents are to be uploaded at the time of registration:
  - Marksheet of class 8
  - Passport size photo
  - Identity proof (Pan card/Adhaar card)
  - Address proof (Light bill/Voter card)
  - Certificate of caste (in case of SC/ST/OBC)
  - Certificate of disability (in case of any)
7. Applicants/Parents will be solely responsible for the correctness of the information submitted online in the registration form.
8. All the applicants are hereby instructed to complete both the steps of the registration process else their application will be canceled.

Kindly note mere submission of the online application form does not guarantee admission to the School.