Guidelines for filling the Application Form:

***For the Applicant of DES's Murlidhar Lohia Matru Mandir, Tilak Road, Pune.**

A. Open/Use any web browser for filling the application form.

1. Please read all the instructions before proceeding. All information marked with **'*'** symbol is compulsory and should not be left blank.
2. Fill the entire student profile in the application form.
3. The first letter of each and every name should be written in Capital.
4. Upload passport Size photo of < = 2 MB.
5. Fill in Correct address.
6. Add parent details
    i. Both parent details, email id is mandatory.
    ii. In case of single parent or one of the parents is not having email-id/mobile number, same email id or mobile number can be put on the other parent details.
7. Add local guardian one of your relatives contact number.
8. Please mention it any physical ailment & doctors contact number.
9. Click on **Submit and verify.** All entered fields and check on all the details filled in the application form.
10. **Procedure of Online Application Form and Online Application Fees**

Step 1: Open the Application Link

Copy and open the following URL in your browser:

https://school.despune.org/parent-signup?ORG_CODE=DES

Step 2: Parent Registration and OTP Verification

- Enter your registered WhatsApp mobile number.
- Tick the **"I Agree"** checkbox.
- Click on **"Request OTP."**

Step 3: Login to the Portal

- An OTP will be sent to your registered WhatsApp number.
- Enter the OTP to complete the verification process.
- Your username and password will be provided.
- Use the username and password to log in to the portal.

Step 4: Select the Admission Year

- Click on the **"Admission"** tab.
- Select the admission year as **2027–28**.

- Click on **“Proceed.”**

Step 5: Fill in the Application Form

- Enter all the required details in the application form.
- Ensure that all mandatory fields are completed correctly.
- Click on the **“Save”** button to submit the form.

Step 6: Pay the Application Fee

- After submitting the form, you will be redirected to the payment page.
- Pay the applicable application form fee to complete the payment process.

Step 7: Print the Application Form and Fee Receipt

After completing the payment, take a printout of the submitted application form and the fee receipt for your records.

Important: Please ensure that all details are entered correctly and that the applicable fee is paid successfully before printing the application form and fee receipt.

11. Download & Print the application form. Both the parents should sign the form and submit it at the time of the School visit. (**School visit schedule date will be sent through mail)**