

# Steps to fill Online Registration Form

## STEP 1:

After going through the guidelines for the Admission 2023-2024,

Click on **Online Registration**.

The screenshot shows the homepage of M.C. Kejriwal Vidyapeeth. At the top right, there is a navigation menu with buttons for 'Online Fee Payment', 'Career', 'Alumni', 'Newsletter', 'Contact Us', and 'Parent Login'. Below this, a red button labeled 'Online Registration' is highlighted with a black arrow. The main content area features a banner for 'PRE-NURSERY TO CLASS 1 ADMISSIONS 2023 - 2024' with a sub-section for 'Online Registration Starts from 1st September, 2022' and the website URL 'www.mckv.edu.in'. To the right, there is a section for 'ADMISSION 2023-2024' with a link to 'Pre-Nursery to Class I'. The footer includes the school's name and contact information.

## STEP 2: Click on New User, click here to Register.

The screenshot shows the 'Online Admission for the Session 2022-2023' portal. On the left, there are 'Online Registration Form Instructions for the session 2022-2023' which include steps for account creation, payment, and document upload. On the right, there is a 'Login' section with fields for 'Registered Mobile No.' and 'Payment Transaction ID No.', and a 'Submit' button. Below the login section, there is a link that says 'Click to download prospectus' and a red button labeled 'New User, click here to Register!'. A black arrow points to this red button. At the bottom, there is contact information for admission-related queries.

### STEP 3: Click on **Apply now**,

The screenshot shows the website for M.C. Kejriwal Vidyapeeth (MCKV). The header includes the school name, address (243, G. T. ROAD (N), LILUAH, HOWRAH 711204), and a navigation menu with 'Compare Schools', '+ Add your School', and 'Sramana Sarkar'. Below the header, there is a section for 'ADMISSION GOING ON' and a prominent red 'APPLY NOW' button, which is pointed to by a black arrow. The main content area is divided into 'About Us' and 'About Us' sections. The 'About Us' section provides details about the school's affiliation with the Council for the Indian School Certificate Examinations, its medium of instruction (English), and its curriculum based on NEP 2020. It also lists the principal, Ms. Malika Mukherjee, and school timings for various levels from Nursery to Class X.

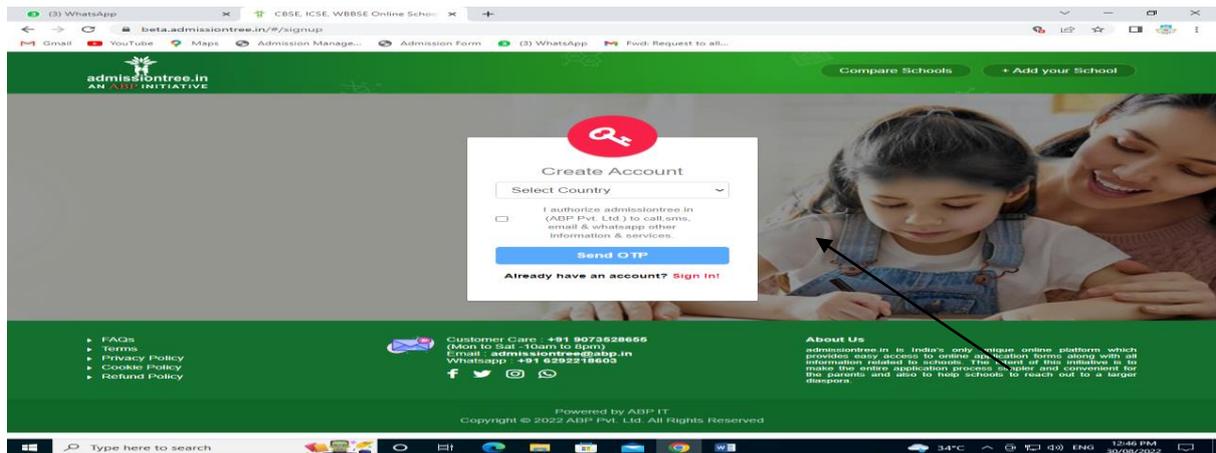
### STEP 4: Member Login page will open:

Please click on: **Don't have an account? Sign up!**

The screenshot shows the Member Login page on admissiontree.in. The page has a green header with the school's logo and navigation options. The main content area features a login form with fields for 'Mobile Number / Email Id' and 'Password', a 'Sign In' button, and social media login options for Facebook and Google. Below the login form, there is a link that says 'Don't have an account? Sign up!', which is highlighted with a red arrow. The footer contains contact information for the school, including a customer care number (+91 9073028656), email (admissiontree@do.in), and WhatsApp number (+91 9292318605). It also includes a privacy policy link and a copyright notice for ABIP IT.

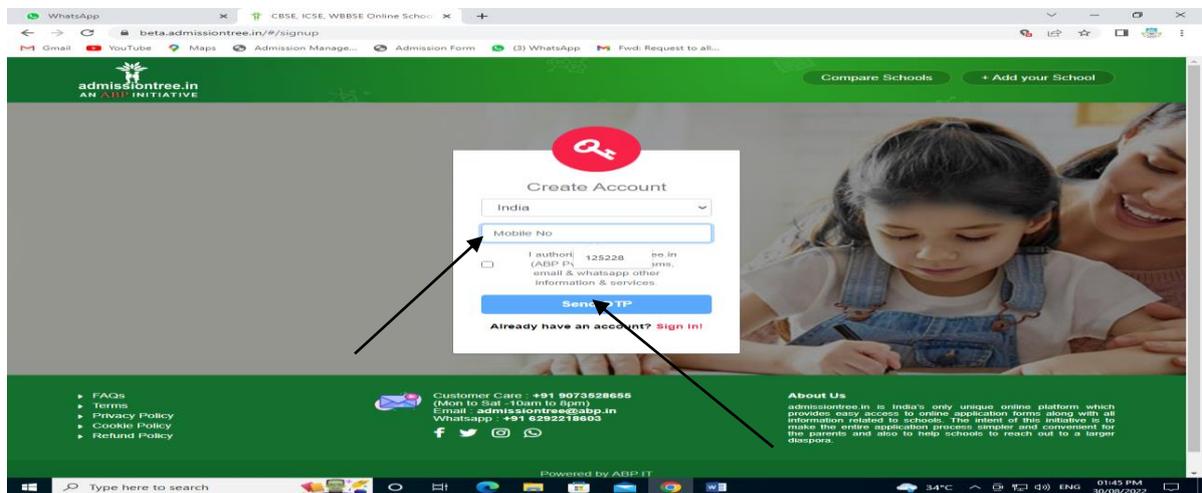
**STEP 5: Create Account.**

**A. Select Country: 'India' from the drop down box.**



**B. Give your Mobile number, click on I authorize admissiontree.in (ABP Pvt. Ltd.) to call, SMS, email & WhatsApp other information & services. and click on send OTP button.**

➤ **This Mobile number will receive an OTP which you need to use to finally register yourself with the website.**



## STEP 6: Enter OTP and click on Verify OTP button.

The screenshot shows the admissiontree.in website with a modal window for OTP verification. The modal contains the text "Enter OTP" and "Please enter the OTP received on your mobile number". There is a text input field labeled "Enter OTP" and a blue button labeled "Verify OTP". Below the button, it says "Didn't receive OTP? Resend OTP". An arrow points to the "Verify OTP" button. The website header includes "admissiontree.in AN ABP INITIATIVE" and buttons for "+ Add your School" and "Login". The footer contains contact information: "Customer Care : +91 9073528655 (Mon to Sat -10am to 8pm) Email : admissiontree@abp.in Whatsapp : +91 6292218603" and an "About Us" section.

## STEP 7: To check the availability, click on New Applicant, type Date of Birth of the child in the Date of Birth column and select Admission for session 2023-2024.

➤ Click on Check Availability button

The screenshot shows the admissiontree.in website with a form for checking availability. The form is for "M.C. KEJRIWAL VIDYAPEETH" and includes fields for "Date of Birth" and "Admission For". There are radio buttons for "Existing Applicant" and "New Applicant". A blue button labeled "CHECK AVAILABILITY" is visible. An arrow points to the "New Applicant" radio button. Another arrow points to the "Date of Birth" field. A third arrow points to the "CHECK AVAILABILITY" button. The website header includes "admissiontree.in AN ABP INITIATIVE" and buttons for "Compare Schools", "+ Add your School", and "xxxxxxx". The footer contains contact information: "Customer Care : +91 9073528655 (Mon to Sat -10am to 8pm) Email : admissiontree@abp.in Whatsapp : +91 6292218603" and an "About Us" section.

## STEP 8: As per your child's Date of Birth, check the Class and click on Proceed button.

admissiontree.in  
AN ABP INITIATIVE

Compare Schools + Add your School xxxxxxxx

### M.C. KEJRIWAL VIDYAPEETH

243, G. T. ROAD (N), LILUAH, HOWRAH 711204

ISC, ICSE BOYS

Please select an **Existing Applicant** or select **New Applicant** from the list to continue.

XXXXX YYYYYY  
 New Applicant

Date of Birth: 01/04/2017 Admission For: 2023-2024

Select Eligible Class: ONE

> CHECK AVAILABILITY  
> PROCEED

Customer Care : +91 9073528655  
(Mon to Sat -10am to 5pm)  
Email : admissiontree@abp.in  
Whatsapp : +91 6292218603

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## STEP 9: Read the instructions for completing the online Registration Form.

➤ Click on Next button.

admissiontree.in  
AN ABP INITIATIVE

Compare Schools + Add your School xxxxxxxx

### INSTRUCTIONS TO FILL UP THE FORM

[CLICK HERE TO DOWNLOAD THE FULL INSTRUCTION TO FILL UP THE REGISTRATION & APPLICATION FORM](#)

**INSTRUCTIONS FOR COMPLETING THE ONLINE REGISTRATION FORM :**

1. Create your account and fill up the details as per the fields shown.
2. Proceed to the transaction page and make the Online Payment (Application fee and convenience fee) through the payment gateway of Admission Tree.
3. An auto-generated email will be sent to your registered email ID from Admission Tree.

Read More...

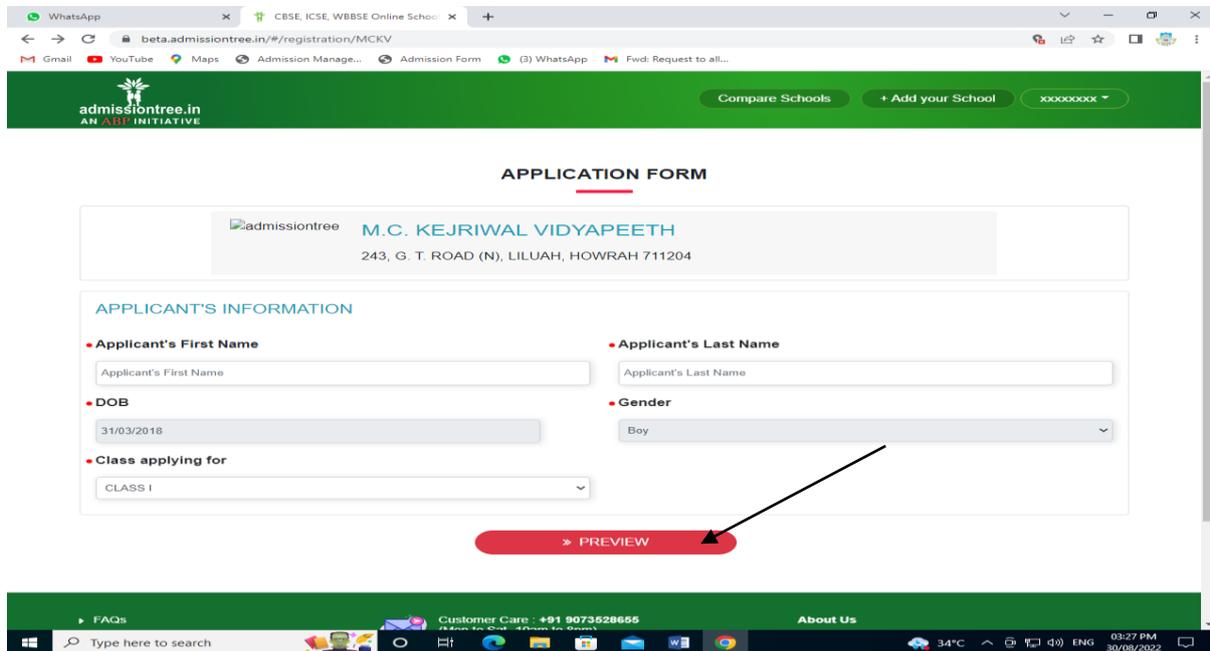
> NEXT

Customer Care : +91 9073528655  
(Mon to Sat -10am to 5pm)  
Email : admissiontree@abp.in  
Whatsapp : +91 6292218603

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**STEP 10:** Application Form will open.

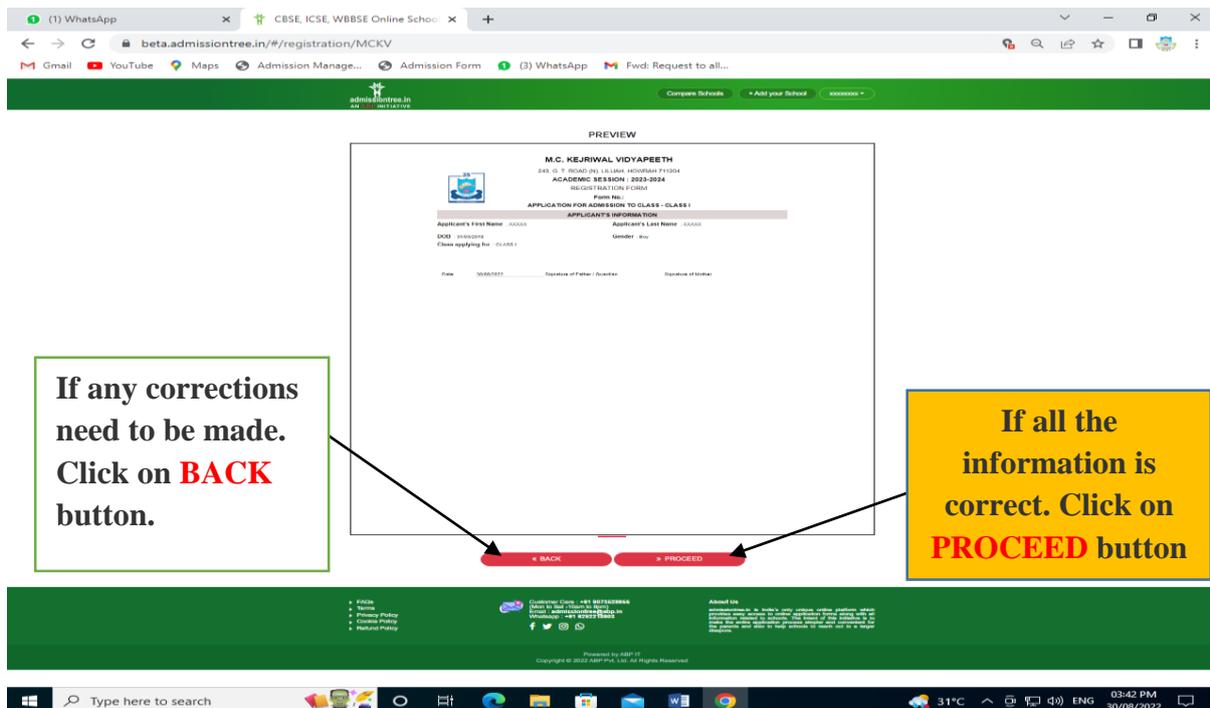
Type the student's first name in the Applicant's First Name column and the last name in the Applicant's Last Name column.



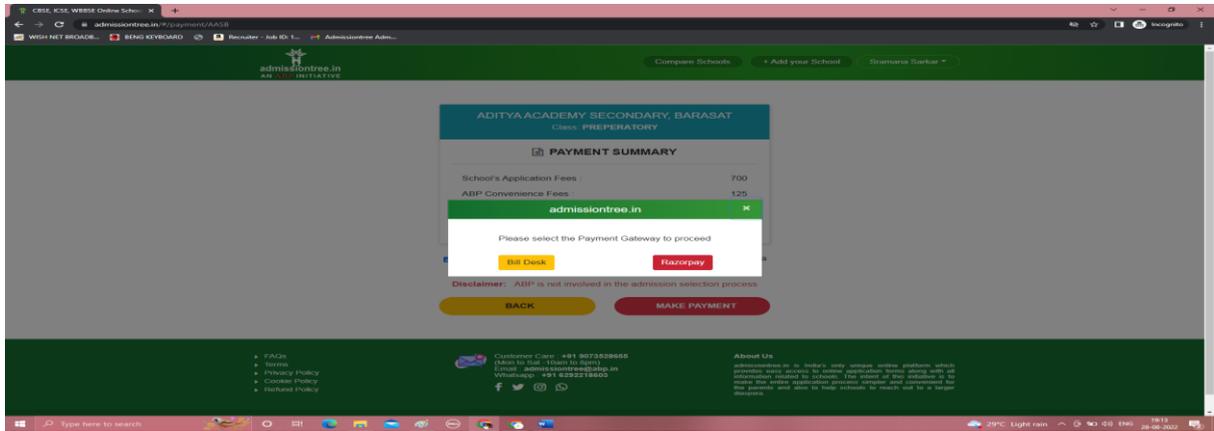
**STEP 11:** Applicant's Information page will open.

If any corrections need to be made, click on **BACK** button.

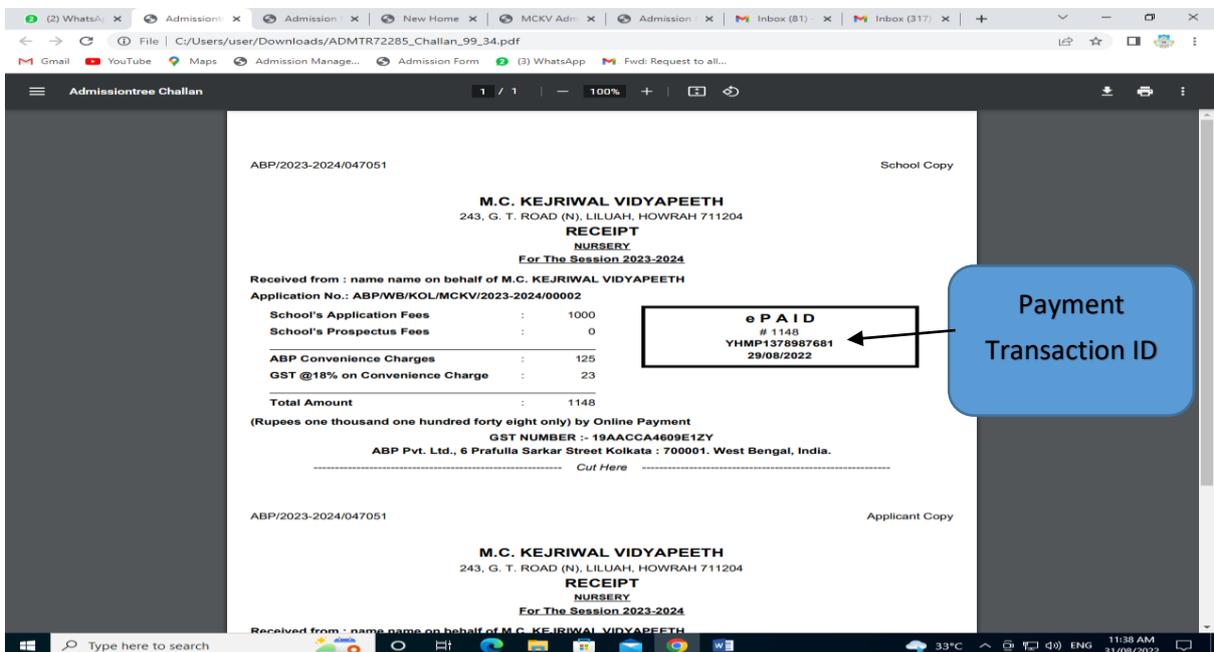
If all the information is correct, click on **PROCEED** button.



**STEP 12:** Choose the option mode of payment that suits you the best. Once the transaction is completed, the process of submission will automatically move to the next step.



**STEP 13:** Make the payment as per mode of payment selected by you. As soon as the payment is made, you will receive an email to your registered email ID. Please check your email.



## STEP 14:

- Please enter your registered mobile number in the Registered Mobile No. column.
- Enter your payment transaction number in the Payment Transaction No. column
- Click Submit button.

The screenshot displays the online admission portal for M.C. Kejriwal Vidya Peeth for the session 2023-2024. The page is titled "Online Admission for the Session 2023-2024". It features a "Login" section with two input fields: "Registered Mobile No." and "Payment Transaction ID No.", followed by a "Submit" button. Below the login section, there are links for "Click to download prospectus" and "New User, click here to Register!". A list of instructions for registration is provided on the left side of the page. The instructions include creating an account, making an online payment of Rs. 1000/- + convenience fee, and uploading various documents such as birth certificates, immunization cards, blood group reports, Aadhar cards, and photographs. The page also includes contact information for the school and a note about the availability of the portal.

**Online Registration Form Instructions for the session 2023-2024**

1. Create your account and fill up the details as per the fields shown.
2. Proceed to the transaction page and make the Online Payment of Rs. 1000/- + convenience fee as applicable through the payment gateway of Admission Tree.
3. An auto-generated email will be sent to your registered email ID from Admission Tree.
4. Open the email received and click on the link for filling up the detailed School's Registration Form.
5. Applicants are required to sign up with their registered mobile number and Payment Transaction ID number to access the Registration Form from the Admissions Portal on the school website (www.mckv.edu.in).
6. Applicant should have soft copy of recent stamp size photograph of the child, father & mother to upload. The image (i.e. photograph) must be less than 100 kb. The dimension of the photograph should be 4.94 cm X 5.72 cm (i.e. 4.94 cm in width and 5.72 cm in height).
7. Open the Registration Form by clicking on the 'Registration Form' button at the end of this page.
8. Read and accept the Undertaking by clicking the 'I agree' button.
9. **Soft copy of the following documents: (File size of the image must be less than 100kb).**
  - a. Birth Certificate of the child
  - b. Immunization Card of the child
  - c. Blood Group report of the child
  - d. Aadhar Card of the child (optional) and parent (compulsory and self attested)
  - e. Photographs (one each for the child, the child's mother and the child's father)
  - f. Signature of father and mother
  - g. Proof of your residential address (Aadhar Card/Current Electricity bill/ Voter's Identity Card/ Passport)
  - h. Proof of Income- parents' Income Certificate (Self Attested)
  - i. Any legal document pertaining to marriage status or adoption of child.
  - j. Legal documents pertaining to legal guardianship status (if applicable)

**Login**

Registered Mobile No.

Payment Transaction ID No.

[Click to download prospectus](#)

[New User, click here to Register !](#)

Please contact for any admission related queries at (033) 26543226/ 20043367/ 20045800 between 9:30 a.m. and 5:30 p.m.