



Digital Campus


**Online Admission Portal
user guide for sibling**

Admission Portal – Online Admission Form

Sibling Admission Process through Parent Portal

To make sibling admission, parent needs to click on “**Online Admission**” & login with current Parent ID & Password.

[On a browser such as Chrome, Internet Explorer, Firefox etc., browse to www.capitalschoolbahrain.com then click on “[Online Application](#)”. Enter username (Parent/Member id) and Password. If you have forgotten your password, please “[click](#)” on this link on the portal to reset your password. If you are still unable to login, please send an email to admissions@capitalschoolbahrain.com

 CAPITAL SCHOOL
BAHRAIN

Sign In

Parent ID/Family ID

Password

LOGIN [Forgot Password?](#)

[Existing parent can use Parent/Login ID to login.](#)

[REGISTER YOUR INTEREST.\(NEW PARENT\)](#)

Admission portal will be opened, and Parent has to fill the admission form given below

The screenshot shows the 'REGISTRATION' step of the admission form. The interface includes a navigation menu on the left with options like 'New Application', 'Submitted Applications', 'Parent Profile', 'Sibling Information', 'Change Password', and 'Contact Us'. The main content area has three progress steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'Academic Details' section contains fields for 'Academic Year' (a dropdown menu), 'Standard' (a dropdown menu), 'Birth Date' (a date picker), 'Stream' (a dropdown menu), 'CPR Number' (a text input), and 'Prospectus No.' (a text input). The 'Student Details (as per Passport)' section contains fields for 'First Name', 'Last Name', 'Place of birth', 'Middle Name', 'Gender' (radio buttons for Male and Female), and 'Religion' (a dropdown menu).

1. Select **Academic year** as 2022-23, **Year Group** in which admission is needed and **Birth Date**.
2. Enter **CPR Number** and **Passport Number**.

This screenshot shows the same admission form with the registration details filled in. The 'Academic Year' dropdown is set to '2021-2022', 'Standard' is 'I', 'Birth Date' is '08-07-2015', 'CPR Number' is '9876543', and 'Prospectus No.' is '1'. In the 'Student Details' section, 'First Name' is 'sfname', 'Last Name' is 'slname', 'Middle Name' is 'smname', 'Gender' is 'Female' (selected), and 'Religion' is 'HINDU'. A Windows watermark is visible in the bottom right corner.

3. **Pupils Details** should be entered as per passport. Also, make sure that all details are entered in Capital letters.
4. Enter **Passport and CPR details.**
5. Then Click on **Continue** Button.

Passport & Visa Details

Passport No	<input type="text"/>	Passport issue date	<input type="text"/>
Passport - Place of issue	<input type="text"/>	Visa Number	<input type="text"/>
Visa valid upto date	<input type="text"/>	Ethnicity	Select
CPR Number	<input type="text"/>		

[Continue](#) [Reset](#)

6. DOCUMENTS - Upload required documents

	Document Description	Upload File (Maximum file size limit is 2 MB. For Photograph, file format applicable is .jpg only. Other documents can be uploaded as .jpg or .pdf and in case of multiple pages for any document, all the pages of that document must be scanned and uploaded as 1 pdf file)
<input type="checkbox"/> 1	STUDENT PHOTO	+ Add file
<input type="checkbox"/> 2	STUDENT PASSPORT(First and Last page only) *	+ Add file
<input type="checkbox"/> 3	SC/ST/OBC CERTIFICATE (If applicable)	+ Add file
<input type="checkbox"/> 4	TRANSFER CERTIFICATE FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 5	PROGRESS REPORT FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 6	SMART CARD *	+ Add file
<input type="checkbox"/> 7	IMMUNIZATION RECORDS	+ Add file

Submit Reset

- Select checkbox in front of documents which are mandatory (Student Passport and CPR Smartcard data). Click on Add file button to upload the required documents.
 - After uploading mandatory and required documents click on Submit button.
7. Form Status – After clicking on submit button, your application will get submitted successfully and you will get the below message

ETHDC Home > Admission Form III test

1 REGISTRATION Register for admission

2 DOCUMENTS Upload required documents

3 FORM STATUS Get form id & status

Registration Status

Thank you. Your application has been submitted successfully.

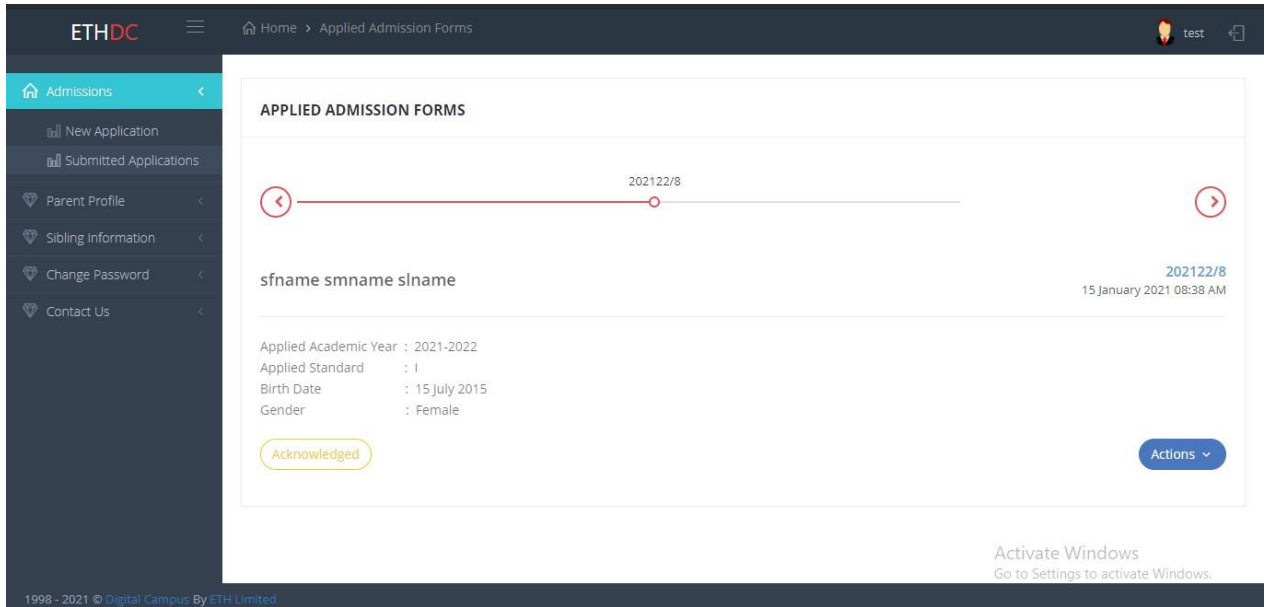
Application No 202122/8

Activate Windows
Go to Settings to activate Windows.

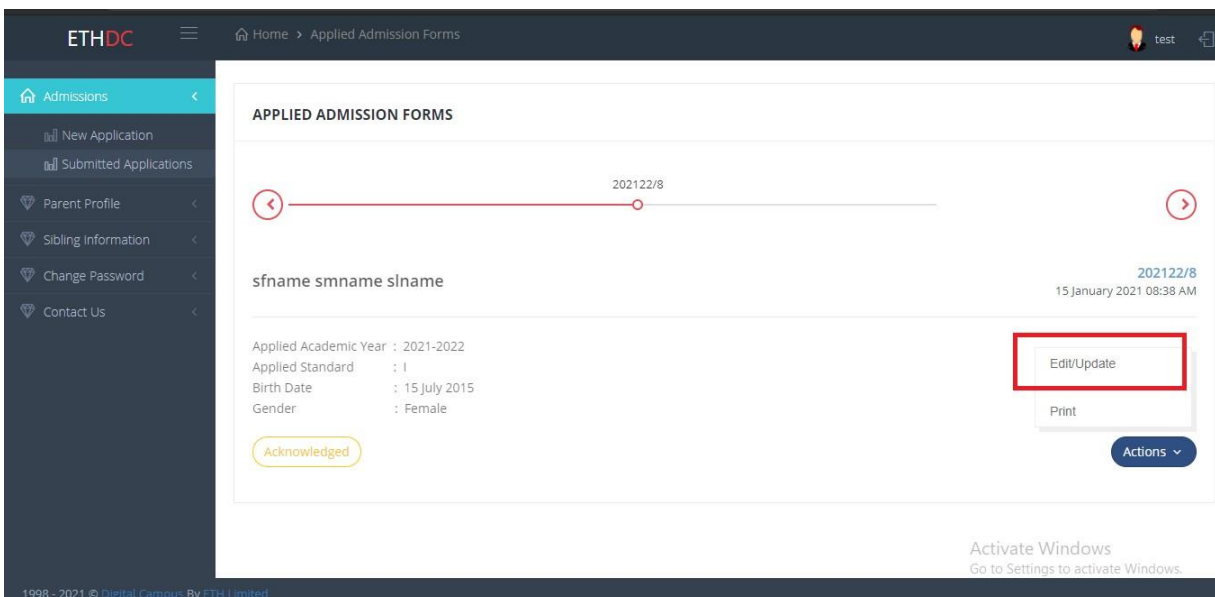
To enter another admission form, click on New Application on the left side and do the above steps

To View and Edit Admission Forms

1. On the left side, click on Submitted Applications link. You will get following screen.



2. If more than one forms are submitted, click on the corresponding Application Form No. (eg:-202122/15) to view the details.
3. You can edit and update application by clicking on Actions button
4. Select Edit/Update option.



Thank You