

ONLINE APPLICATION - INSTRUCTIONS FOR NEW REGISTRATION AND LOGIN

1. Please read the **General Instructions** before proceeding.
2. Select **New Registration**.
3. Choose the specific school, syllabus and Class to which admission is sought from the drop-down box.
4. Create your username and password – which should have a minimum of five characters each.
5. The mobile number entered will be used for future communication.
6. Once the form is submitted, you will receive the credentials as an sms.

The screenshot shows the 'New Registration' form for St. Thomas Residential School - Mukkolakkal | (ICSE). The form is titled 'REGISTRATION - PLEASE ENTER THE DETAILS'. It includes the following fields:

- School Name ***: St. Thomas Residential School - Mukkolakkal | (ICSE)
- Academic Year ***: 2026-2027
- Select Class ***: V
- Student Name ***: Enter Student Name
- Mobile Number ***: Enter Mobile Number
- Username ***: Create Username
- Password ***: Enter Password

Buttons: Submit, + Already Registered

Text: *For each application you have to create separate username. Application submitter

7. Close the existing new registration window and open a new window by going to the main website www.stthomas.edu.in.
8. Go to Admissions, and click on the link provided for Lateral Admission application form 2026-27.
9. Login with the credentials you received via sms. Make sure to select the correct school before entering the credentials and then click on submit.

The screenshot shows the 'Login Form - Admission' for St. Thomas Residential School - (ICSE). The form is titled 'LOGIN FORM - ADMISSION'. It includes the following fields:

- School Name ***: St. Thomas Residential School - (ICSE)
- Academic Year ***: [Empty]
- User Name ***: User Name
- Password ***: Password

Buttons: Submit, + New Registration

Text: *For each application you have to create separate username.

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INSTRUCTIONS TO FILL THE ONLINE APPLICATION FORM

1. Under Basic Details, the **name of the Pupil** and under Parent Details, the **name of the Father** and **name of Mother** should be filled as per the Birth certificate.
2. All the mandatory fields marked with **asterisk *** are to be duly filled at the end of which please click on **Save and Next** to proceed to the next screen.
3. Only after filling **Basic Details** on the first screen, will you be able to proceed to filling **Parent Details** on the second screen. Subsequently after submission of Parents Details please proceed to **Other Details**.
4. One may edit the application before selecting the option given below:
“I agree to Proceed” and then click on **“Save and Confirm”**
5. If required, for editing the application, Select the **“Back”** option available at the bottom of the screen, to go back and edit the details you have entered.
6. Once you are sure of all data entered, please select **“I agree to Proceed”** and then **“Save and Confirm”**



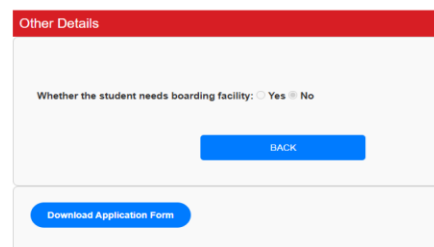
* On Clicking Final Confirm you will confirm the details and no further EDIT is possible in the Application Form.

I Agree to Proceed

Save & Confirm

For Support Please contact @ 0471-4010025 or email @ helpdeskbst@gmail.com

7. This completes the submission of the application form. Once you have successfully submitted the application, only then **“Download Application”** Option will appear at the bottom of the screen.



Other Details

Whether the student needs boarding facility: Yes No

BACK

Download Application Form

8. For multiple applications from the same family, the Sibling icon may be selected on the top right-hand side of the screen and a new application for the sibling can be filled in directly.



St. Thomas Higher Secondary School - (STATE)
(STATE)



Home Logout LAILA Sibling

9. For any assistance in filling the application form, please contact **0471 2511203** between 9:30am to 4:30pm on weekdays.
10. For specific IT related queries, please call 9567299650/ 8129205025 between 9:30am to 4:30pm on weekdays.
11. Please copy and save the application form number which is available on the top right side, which is the reference for future processes.