

## **DELHI MODEL VIRTUAL SCHOOL ADMISSION PROCESS-USER GUIDE**

Admission Process: Admission to Class 9th in Delhi Model Virtual School (DMVS) is conducted through the following 4 steps -

### **Step 1 - Online Application Form & Document Submission**

#### **1. Registration & Verification -**

- Interested applicants will open the DMVS Website using this link - <https://dmvs.ac.in>
- Applicants will click on the **Admissions 2023-24** Button from the Menu and register themselves by clicking on the **New Registration** Button.
- As a first step of registration, applicants need to verify their mobile number/Email ID by submitting the OTP sent to their registered mobile number/ email ID

#### **2. Application Form -**

- After verification applicants will receive an Email on their registered email address and an SMS on their registered mobile number with their login details and next steps.
- Applicants can start filling their application form by logging in to the **Applicant Portal** through the link provided in the email or by clicking on the **Existing Applicant** Button on the menu on the top of the DMVS Website.
- Applicants will fill in the necessary details (e.g., personal details, correspondence details, candidate details, mode of interaction, etc.) in the application form and upload the required documents.

#### **3. Uploading Documents -**

The following documents are to be uploaded at the time of registration:

- A. Passport size photo with white/black background
- B. Photo ID proof
- C. Class 8th Marksheet OR Download undertaking and upload signed copy - [link](#)
- D. Address proof
- E. SLC/TC (if dropouts) OR Download undertaking and upload signed copy - [link](#)
- F. Disability certificate (if applicable)
- G. Category certificate (if applicable)

#### **4. Saving & Resuming the application -**

- Applicants can **Save** their application at any time and resume/ edit it again by logging into their Applicant Portal through the DMVS Website.
- Applicants can save, edit and make corrections to their application form till the last date of the deadline. Once the application deadline passes, applicants will not be able to make any further changes to their application form or documents uploaded.
- The application will only be considered submitted only when the submit button has been clicked to submit the form before the deadline.

#### **5. Submitting & Editing the Application -**

- Applicants can submit their application form only after successful completion of all mandatory fields in the application form.
  - Applicants **CANNOT** edit or make any corrections to their application form after clicking on the **SUBMIT** button.
  - No changes or corrections can be made to the application form once the deadline for application submission has passed.
  - Any application form that remains incomplete after the deadline will not be considered for any further steps.
6. It is to be noted that the onus of submitting valid documents is on student/parent/guardian. If the information given by the student/parent/guardian is found to be invalid at any point in time, the admission shall be canceled and legal action may be taken against them.
  7. All the applicants are hereby instructed to complete all the steps of registration process else their application will be canceled.
  8. Kindly note mere submission of the online application form does not guarantee admission in the school.

## **Step 2 - DMVS Concept Webinar - All About Delhi Model Virtual School**

After the closure of the application form, documents of all applications will be verified. Those applicants who have submitted all the documents in the correct and specified format will be invited for Webinars with the Delhi Model Virtual School faculty and administration.

The Webinar is aimed to resolve student queries, explain the concept of DMVS and the structure of learning through live classes, recorded content and proctored assessments. Courses offered, structure of examinations, attendance policy among other such aspects will also be explained in the Webinar.

All applicants shall attend the Webinar for better understanding of the Delhi Model Virtual School.

## **Step 3 - Online Proctored Exam**

### **Overview**

After successful submission of application form, all eligible candidates will be invited to appear for an online entrance examination. The admission to the school will be based on the results of the online entrance examination.

The **syllabus and date of the online entrance exam** will be shared on the DMVS website and the Applicant Portal. All candidates are required to regularly check the **Admission Details** page and their **Applicant Portal** on the DMVS website regularly, to get updates about the online exam.

### **Mode of Examination**

The entrance exam for DMVS will be conducted in **online mode** through remote proctoring. This means that all applicants will be required to take the exam using their smartphone/ laptop/ tablet/ computer with good internet connectivity. The exam will have live proctoring through which

students will be monitored during the examination. The login details for the exam portal will be shared with all the applicants over their registered email ID.

#### **Step 4 - Result Declaration & Admission Confirmation**

The final phase includes the declaration of results and admission confirmation. After the online entrance exam a merit list will be released based on which students will be offered admission to the virtual school. Students who are interested in taking the admission to DMVS will be required to submit their confirmation of admission in response to the Offer of Admission in a given period of time. Any request for admission after the deadline will not be entertained.

The Offer of Admission will be sent to the students on their **registered email and applicant portal**. Final admission to DMVS is subject to successful verification of student details and documents submitted.

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