



# ST. XAVIER'S COLLEGE

**DEDICATED TO EXCELLENCE, LEADERSHIP, SERVICE**  
A HIGHER EDUCATION INSTITUTE RUN BY THE NEPAL JESUIT SOCIETY  
| MAITIGHAR, KATHMANDU, NEPAL | [www.sxc.edu.np](http://www.sxc.edu.np) |

## NEB Plus -Two (Science Stream) Grade XI Online Application Process User Guide

### ☰ COURSE CATEGORIES

- Tribhuvan University
- Kathmandu University
- NEB
- A-Levels
- Trainings (2)

Dedicated to Excellence, Leadership and Service.

#### QUICK LINKS

- SXC Website
- Loyola Website
- TU SXC Website
- NEB SXC Website

#### CONTACT US

- 📍 St. Xavier's College, Maitighar, Kathmandu, Nepal
- 📞 Phone: +977-01-4221365, 4244636
- ✉ E-mail: [ktrn@sxc.edu.np](mailto:ktrn@sxc.edu.np)

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- 1) Documents Required
- 2) Application Form Fill-up Process
- 3) Payment Process

### 1) Documents Required to complete the application:

The applicant needs to be ready with the following digital documents to complete the application process.

- a) Your recent passport sized digital photo.  
**AVOID SELFIES.** Upload a decent and clear passport sized photo. **Your photo must be similar to the one in your SEE admit card. If the photo in your application form is found to be not authentic, you may be disqualified from taking the entrance exam.**
- b) Your SEE (or equivalent) Admit Card.
- c) Your SEE (or equivalent) gradesheet/marksheet.  
An Internet copy of the gradesheet will work for submission of the application. However, you must be able to submit the original gradesheet later.
- d) Your BLE (Class 8) gradesheet/marksheet.


Please make sure you have the digital copy of all the documents mentioned above before starting to fill the application form.

### 2) Application Fill-up Process:

**Step 1:** The image below is the home page of the online application form. Before beginning the application form, read all the information given on the page carefully so that you won't face any trouble while filling up the form.

As you have read all the information. click on the **Accept and Continue** button at the bottom right corner to start with the application process. The make payment later and resend admit card button are for different purposes which will be dealt later.





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**सेन्ट जेभियर्स कलेज माइतीघरको कक्षा ११ को प्रवेश परीक्षा दिनु पूर्व गनुपर्ने तयारीहरू :**

- क) प्रवेश परीक्षाको आवेदन फारमहरू कलेज वेबसाइट [www.sxc.edu.np](http://www.sxc.edu.np) मा **online** मात्र उपलब्ध हुने छन् र **S.E.E.** को नतिजा प्रकाशन भएकै दिन देखि सात (७) दिन सम्म खुला रहनेछन् ।
- ख) फारम भर्दा सबै भन्दा पहिले तपाईंको आफ्नो एस.ई.ई. को सिम्बोल नम्बर राख्नुपर्नेछ र तत्पश्चात मात्र फारम भर्न सकिने छ । एकचोटि फारम **Submit** गरिसके पश्चात सोही सिम्बोल नम्बर राखी अर्को पटक नयाँ फारम उपलब्ध हुनेछैन ।
- ग) आवेदन फारममा समेत अनिवार्य भर्नुपर्ने र सोही **E-Mail ID** मार्फत नै सम्पूर्ण जानकारी उपलब्ध गराइने हुँदा आवेदन कर्ताको सक्रिय **E-Mail ID** हुनु अनिवार्य हुनेछ ।
- घ) फारम भर्दा विषय संयोजन (**Subject Combination**) एक पटक मात्र छान्न सकिने छ र पुन परिवर्तन गर्न पाइने छैन ।
- ङ) आवेदन फारम **Submit** गरिसके पश्चात फारम शुल्क रु. १२५/- **E-Sewa** वा **Khalti** बाट मात्र बुझाउन सकिने छ ।
- च) आवेदन शुल्क तिर्ने वित्तिकै तपाईंको **Mail** मा प्रवेश पत्र उपलब्ध हुनेछ । सो प्रवेश पत्रमा

**NEB +2 ADMISSION FYI**

**PRE-ENTRANCE PREPERATION INFORMATION:**

1. The application forms are online (accessible from the college website [sxc.edu.np](http://sxc.edu.np)) and will be open for 7 days from the very day the SEE results are published.
2. You are prompted to enter your symbol no. (of SEE) at first and then the form-filling process proceeds. **You cannot submit the form twice with the same symbol number.**
3. It is necessary for you to have a **valid/active email id** which you will need to fill up in the form and every information thereafter will be sent to your mail.
4. Once you choose the subject combination (Biology or Computer) you can't change it later so decide first and then choose.
5. After you have submitted the application form, you are prompted to **pay the form fee of Rs.125/-** which can be paid only through two wallets; **ESEWA** or **KHALTI**. So you need to manage the access to either of them beforehand.
6. Once you pay the application charge, your admit card is sent to you.

Take Your Payment Resend Admit Card

Accept and Continue

**Step 2:** After **Step 1**, you will be redirected to a new page.

For this page, make sure you know your Academic Board (**SEE/CBSE/Other Foreign Boards**). Select the proper option from the drop down.

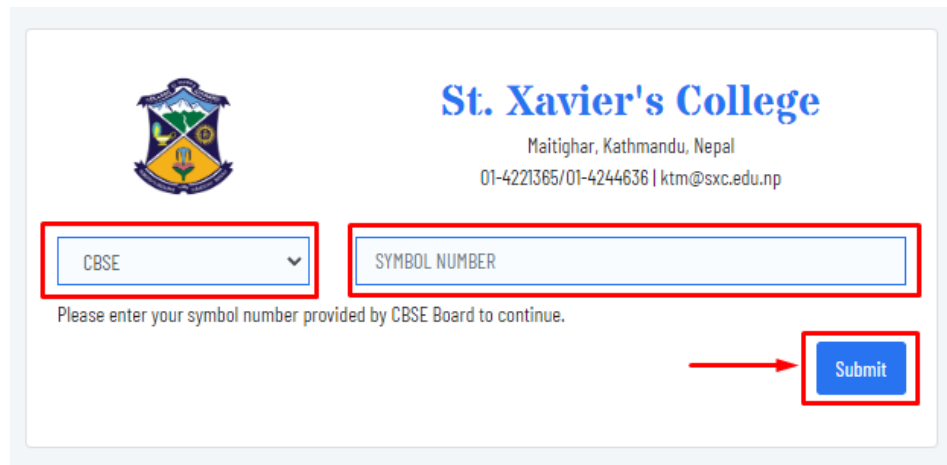
**If you select and submit an Incorrect Board, your application will not be processed even if your symbol number is correct.**

- If your academic board is NEB, select NEB from the dropdown and enter your SEE symbol number. Then click on the **Submit** button.



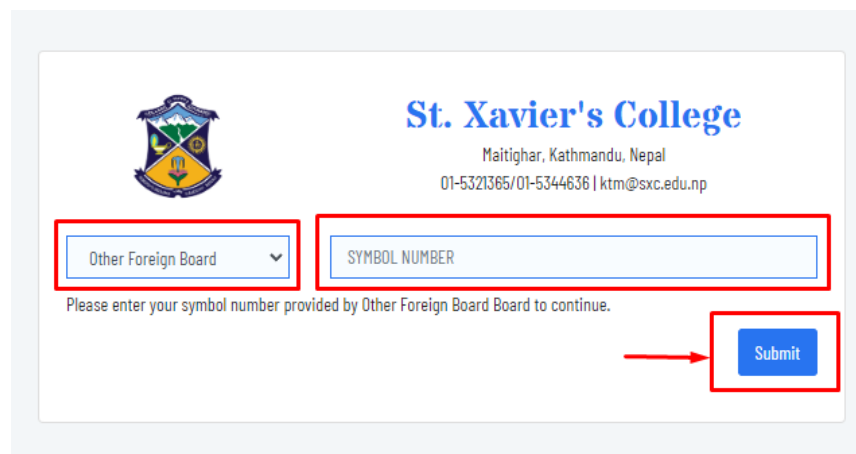
The screenshot shows the application form for St. Xavier's College. At the top left is the college's crest. To the right, the text reads "St. Xavier's College" in blue, followed by "Maitighar, Kathmandu, Nepal" and "01-4221365/01-4244636 | ktm@sx.edu.np". Below this, there are two input fields: a dropdown menu with "NEB" selected and a text box labeled "SYMBOL NUMBER". Below these fields is the instruction: "Please enter your symbol number provided by SEE Board to continue. (Example : 0000000A)". A blue "Submit" button is located at the bottom right, with a red arrow pointing to it.

- If your academic board is CBSE, select CBSE and enter your symbol number. Then click on the **Submit** button.



The screenshot shows the application form for St. Xavier's College. At the top left is the college's crest. To the right, the text reads "St. Xavier's College" in blue, followed by "Maitighar, Kathmandu, Nepal" and "01-4221365/01-4244636 | ktm@sx.edu.np". Below this, there are two input fields: a dropdown menu with "CBSE" selected and a text box labeled "SYMBOL NUMBER". Below these fields is the instruction: "Please enter your symbol number provided by CBSE Board to continue.". A blue "Submit" button is located at the bottom right, with a red arrow pointing to it.

- If your academic board is any other foreign board, other than NEB or CBSE, select Other Foreign Board option and enter your symbol number. Then click on the **Submit** button.



The screenshot shows the application form for St. Xavier's College. At the top left is the college's crest. To the right, the text reads "St. Xavier's College" in blue, followed by "Maitighar, Kathmandu, Nepal" and "01-5321365/01-5344636 | ktm@sx.edu.np". Below this, there are two input fields: a dropdown menu with "Other Foreign Board" selected and a text box labeled "SYMBOL NUMBER". Below these fields is the instruction: "Please enter your symbol number provided by Other Foreign Board Board to continue.". A blue "Submit" button is located at the bottom right, with a red arrow pointing to it.

**Step 3:** After **Step 2**, your application form will open. Select the Subject Combination you want to study. There are two groups: **Computer and Biology**. You won't be able to change the subject combination later. So decide your Group before proceeding further.

**A student can submit a form only once, which means the same student cannot apply for both Biology and Computer Group.**



## St. Xavier's College

Maitighar, Kathmandu, Nepal  
01-4221365/01-4244636 | ktm@sxc.edu.np

Fields with (\*) are compulsory.

GRADE APPLIED FOR \*:

NEB Plus Two

\* Select a subject combination from the following list.

Group	Subject Combination
<input type="radio"/> Computer	Physics, Chemistry, Nepali, English, Math, Computer
<input type="radio"/> Biology	Physics, Chemistry, Nepali, English, Math, Biology

**Step 4:** Now fill up your Personal Information. **Make sure to provide the correct email address.** The admit card and other details will be sent to the email address you entered.

### PERSONAL INFORMATION

Name of Applicant (Full Name)\*:

First name  Middle name  Last name

Date of Birth\*: BS

AD

Gender\*:  Male  Female  Prefer Not to say

Age:

Nationality\*:

Nepali

Email\*

Please fill in the correct email address. This will be required to generate your Entrance Admit Card.

Religion\*:

--- Select ---

Caste / Ethnicity\*:

--- Select ---

Mobile No.\*:

Blood Group:

--- Select ---

**Step 5:** Now fill up your Academic Information. Provide information for both SEE (or equivalent) and BLE (Grade 8) level. Make sure to provide the GPA according to your grade-sheet. **GPA for BLE is optional.**

Click on the **Go to Next** button at the bottom after filling all the information.

**ACADEMIC INFORMATION**

Previous School Type\*:

Please input either (Percentage (%) or GPA) to go to next page.

Academic Level	Name of School / College *	Academic Board*	Symbol/Registration Number*	Passed Year (AD)*	GPA
SEE (or Equivalent)	<input type="text"/>	NEB	6666666A	<input type="text"/>	<input type="text"/>
BLE (Grade 8)	<input type="text"/>	--- Select ---	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields Interested/ Participated in \* (Max 100 characters)

**Step 6:** Now fill up your Parent's Information. Make sure not to provide the same mobile number you entered in your Personal Information section. Also mention with whom you will be staying while attending the college.

Click on the **Go to Next** button after filling up all the information.

**PARENT'S INFORMATION**

**FATHER'S INFORMATION**

Father's Name\*:  
  
Required

Is Living ? \*  Yes  No  
This field is required.

Occupation\*:  
  
Required

Mobile No\*:  
  
Required

**MOTHER'S INFORMATION**

Mother's Name\*:  
  
Required

Is Living ? \*  Yes  No  
This field is required.

Occupation\*:  
  
Required

Mobile No\*:  
  
Required

**With whom will you stay while attending St. Xavier's College?\***

Parents  Relatives  Guardian  Friends  Hostel

**Step 7:** Now fill up your Contact Address information.  
Click on the **Go to Next** button after filling up all the information.

**CONTACT ADDRESS**

**PERMANENT ADDRESS**

Country \*:  Province \*:  District \*:

Municipality \*:  Ward No \*:  Tole \*:

House No:

**CURRENT CONTACT ADDRESS**  is Same as Permanent Address

Country \*:  Province\*:  District \*:

Municipality \*:  Ward No \*:  Tole \*:

House No:

[< Go to Prev](#) [Go to Next>](#)

**Step 8:** Now you need to upload your documents. First read the Declaration carefully.  
In the documents section, click on **Choose File** button to upload the document as mentioned in the Document Name. **The Grade Sheet of BLE is optional.**  
Click on the **Submit Application** button after attaching all the files.

**DECLARATION**

1. All the information provided in this application form is correct, complete and true to the best of my knowledge and belief.
2. I understand that the school reserves the right to cancel the application and subsequent admission on the basis of incorrect or incomplete information I may have furnished.
3. I here by permit the institute to use, display or transfer any of the details provided by me in this form for complying with the admission formalities.

**DOCUMENTS**

Document Name	File
<input type="text" value="Student Photo"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text" value="Class 8 BLE Scoresheet/Gradesheet"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text" value="SEE (or Equivalent) Scoresheet/Gradesheet"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text" value="SEE (or Equivalent) Admit Card"/>	<input type="button" value="Choose File"/> No file chosen

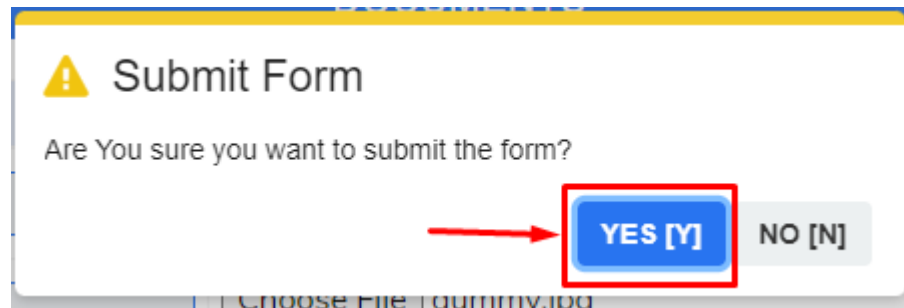
**i** Please click on the image to upload or change it.  
File size must be max 5MB (for images) and 2MB (for pdf) each.

[< Go to Prev](#) [Submit Application](#)



**Step 9:** Click on **Yes** for the application submit confirmation. Click on **No**, if you want to review your information and make some changes.

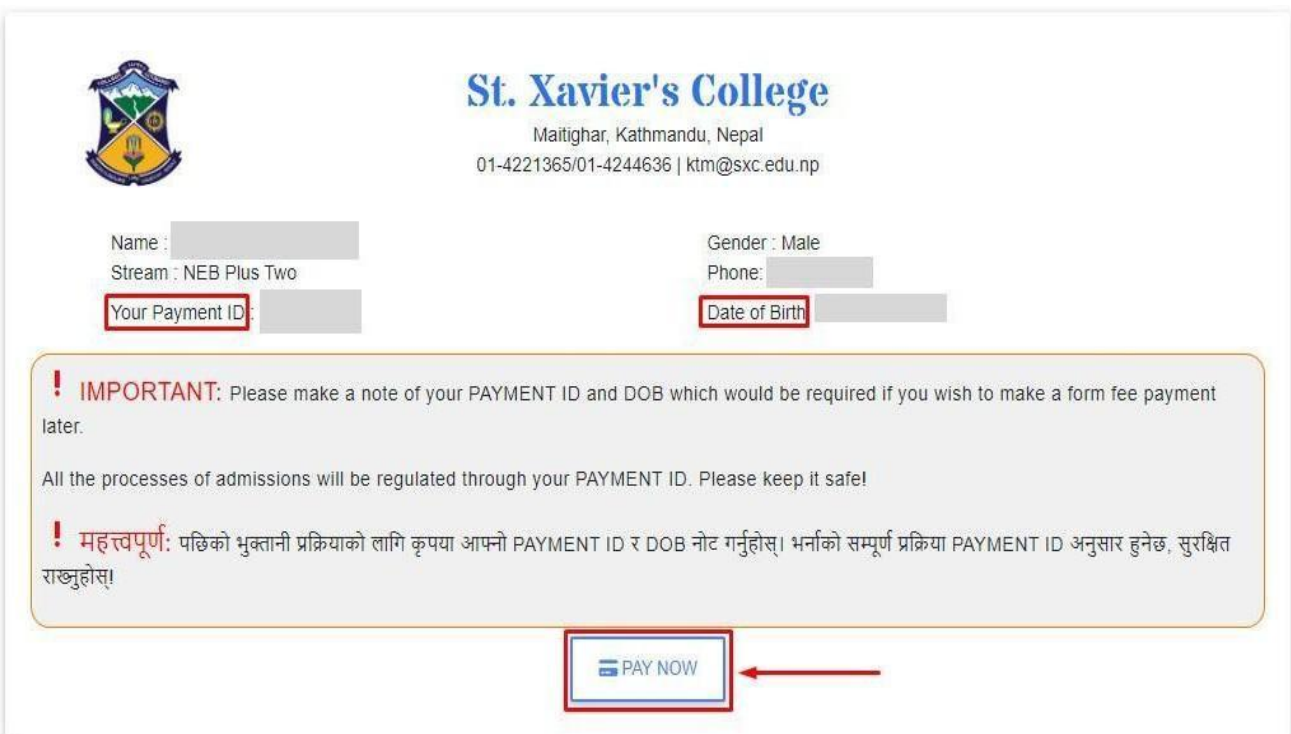
After clicking **Yes**, your application form will be submitted.



### 3) Payment Process:

After successfully submitting the application form, you will be redirected to the following page. **Please note down your Payment ID and Date of Birth.** (You will need them if you wish to make payment later.)

**Step 1:** If you wish to proceed ahead with the payment now, click on **Pay Now** button at the bottom.



**St. Xavier's College**  
Maitighar, Kathmandu, Nepal  
01-4221365/01-4244636 | ktm@sxc.edu.np

Name :   
Stream : NEB Plus Two  
Your Payment ID :   
Gender : Male  
Phone:   
Date of Birth:


**! IMPORTANT:** Please make a note of your PAYMENT ID and DOB which would be required if you wish to make a form fee payment later.  
All the processes of admissions will be regulated through your PAYMENT ID. Please keep it safe!

**! महत्त्वपूर्ण:** पछिको भुक्तानी प्रक्रियाको लागि कृपया आफ्नो PAYMENT ID र DOB नोट गर्नुहोस्। भर्नाको सम्पूर्ण प्रक्रिया PAYMENT ID अनुसार हुनेछ, सुरक्षित राख्नुहोस्!

**PAY NOW**

**Step 2:** Now you will be provided with the option of two wallets, Khalti and Esewa. Select the suitable option for you. Click on **Pay with Khalti/Esewa** button.

You need to pay the mentioned amount and complete the transaction from your selected wallet.



## St. Xavier's College

Matighar, Kathmandu, Nepal  
01-4221365/01-4244636 | ktm@stx.edu.np

Name :

Stream : NEB Plus Two

Your Payment ID :

Gender : Male

Phone:


Date of Birth:


**! IMPORTANT:** Please make a note of your PAYMENT ID and DOB which would be required if you wish to make a form fee payment later.

All the processes of admissions will be regulated through your PAYMENT ID. Please keep it safe!

**! महत्त्वपूर्ण:** पछिको भुक्तानी प्रक्रियाको लागि कृपया आफ्नो PAYMENT ID र DOB नोट गर्नुहोस्। भर्नाको सम्पूर्ण प्रक्रिया PAYMENT ID अनुसार हुनेछ, सुरक्षित राख्नुहोस्!

Amount to Pay(Rs.):





☰ PAY WITH KHALTI

**Step 3:** After **Step 2**, the interface for the selected wallet will open.


- Khalti interface will look like this. Click on Khalti Wallet and Enter your Khalti Mobile number and Khalti Pin and click on the **Submit** button. Khalti will send an OTP code to your mobile phone, which you need to enter to complete the transaction.

### Payment Details

**!** This payment will expire on

**Billed to:**


St. Xavier's College  
9851168465, ktm@stx.edu.np





**Amount Summary**


Service Charge	<input type="text"/>
<b>Total Payable Amount</b>	<input type="text"/>


### Select Payment Options

  
E-Banking

  
Khalti Wallet

  
Mobile Banking

  
Connect IPS





- Esewa interface will look like this. You need to login to your Esewa account to complete the transaction.

The screenshot shows the Esewa ePay interface. At the top, there is a dark header with the Esewa logo and 'ePay' text. Below this is a green banner with the text 'Please login to make your payment'. The main content area is divided into two columns. The left column is titled 'Transaction Details' and contains a table with the following information:

Nepal Jesuit Sanstha ePay, MAITIGHAR		NPR
Product Amount:		
Tax Amount:		0.00
Service Charge:		0.00
Delivery Charge:		0.00
<b>Total Amount:</b>		

The right column is titled 'Login' and contains a form with the following fields and buttons:

- eSewa ID:
- Password:
- 
- 

**Step 4:** After successful transaction from your selected wallet, you will be redirected to the following page. Now you can access your Payment Receipt and Admit Card.

Click on the **Download Admit Card** button to access and download your admit card. You can also print the admit card from the **Print Admit Card** button. Make sure to read your admit card carefully to get the information about the entrance exam date and time.

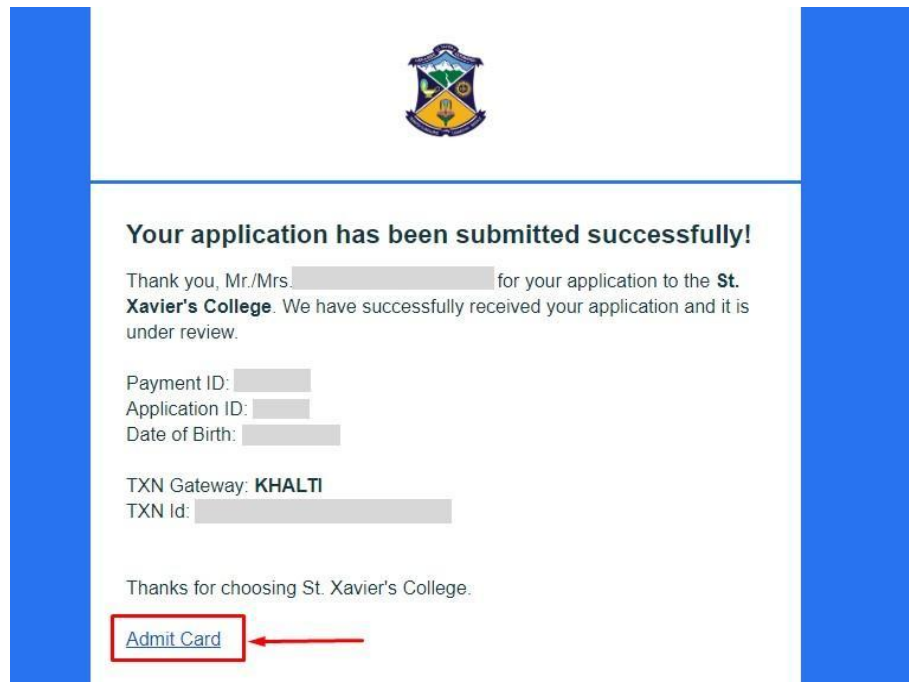
**Note: You need to bring your admit card in printed form during the entrance examination.**

The screenshot shows the payment confirmation page for St. Xavier's College. At the top left is the college's logo. To the right of the logo, the college's name 'St. Xavier's College' is displayed in blue, followed by its address 'Maitighar, Kathmandu, Nepal' and contact information '01-5321365/01-5344636 | ktm@sx.edu.np'. Below this, the user's details are listed:

Name :	Gender : Female
Stream : NEB Plus Two	Phone:
TXN Gateway: KHALTI	TXN Id: :

A light blue banner below the details states 'Payment process is already completed.' At the bottom, there are four blue buttons: 'DOWNLOAD ADMIT CARD' (highlighted with a red border), 'PRINT ADMIT CARD', 'PRINT PAYMENT RECEIPT', and 'DOWNLOAD RECEIPT'.

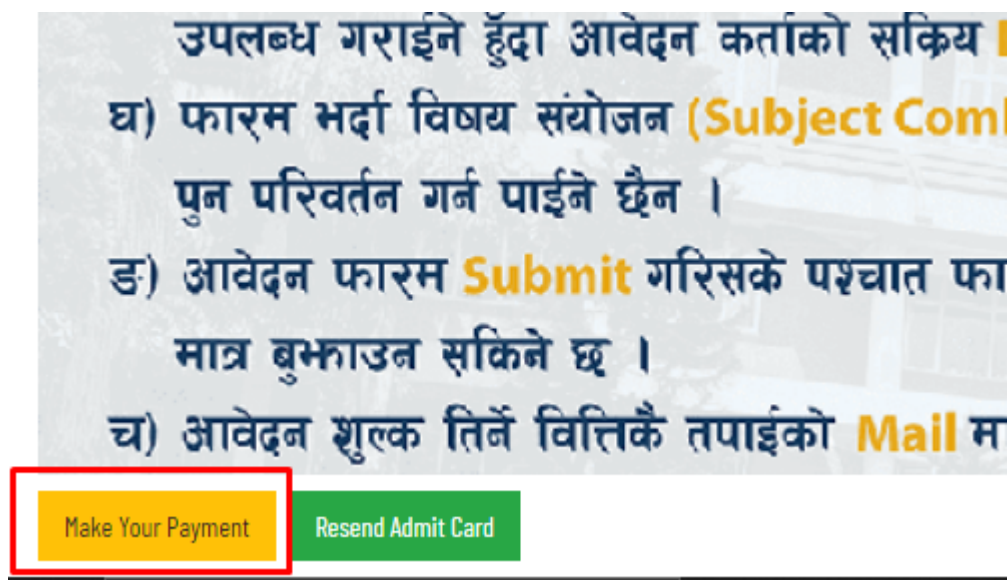
You will get an email (provided in personal information) like this after successful payment. You can access your admit card by clicking on the **Admit Card** button from the email as well.



### \*For Payment Later Option:

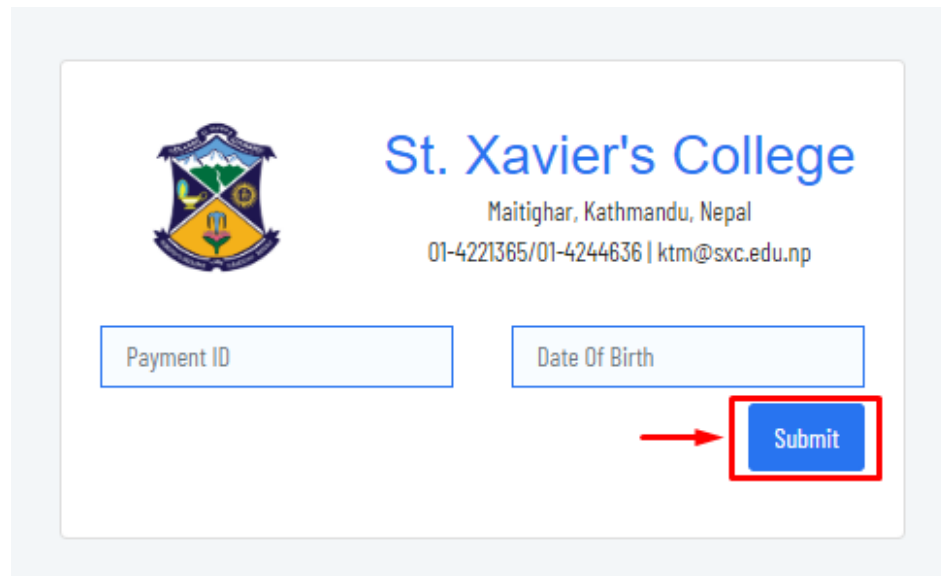
If you wish to make the payment later for the application, you need your Payment ID and Date of Birth.

**Step 1:** Visit the homepage of the form. On the bottom-left of your screen, you will see the **Make Your Payment** option. Click on that button.



**Step 2:** After **Step 1**, you will be redirected to the following page. Provide your Payment ID (Provided after submitting the form) and your Date of Birth (Mentioned in the Form).

Click on the **Submit** button when you are ready.



The image shows a web form for St. Xavier's College. At the top left is the college's crest. To the right of the crest, the text reads "St. Xavier's College" in a large blue font, followed by "Maitighar, Kathmandu, Nepal" and "01-4221365/01-4244636 | ktm@sxc.edu.np" in a smaller black font. Below this information are two input fields: "Payment ID" and "Date Of Birth". To the right of these fields is a blue "Submit" button, which is highlighted with a red rectangular border and a red arrow pointing to it from the left.

Now you will be redirected to the **Step 1** of the Payment Process. You can follow the steps to complete the payment.

**THANK YOU AND ALL THE BEST**