



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 |

NEB Plus -Two (Science Stream) Grade XI Online Application Process User Guide 2024

☰ 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](#)

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- 2) Application Form Fill-up Process
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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.
- 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.

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 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 purpose which will be dealt later.

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सेन्ट जेभियर्स कलेज माईतीघरको कक्षा ११ को प्रवेश परीक्षा दिनु पूर्व गर्नुपर्ने तयारीहरू :

- क) प्रवेश परीक्षाको आवेदन फारमहरू कलेज वेबसाइट www.sxc.edu.np मा online मात्र उपलब्ध हुने छन् र S.E.E. को नतिजा प्रकाशन भएपछि १५ दिन सम्म खुला रहनेछन् ।
- ख) फारम भर्दा सबै भन्दा पहिले तपाईंको आफ्नो एस.इ.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 माफत 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

NEB +2 ADMISSION FYI

ADMISSION PRE-INFORMATION

1. The application forms are online (accessible from the college website sxc.edu.np) and will be open for 15 days after the SEE results are published.
2. You are prompted to enter your symbol no. (of SEE or Equivalent) at first and then the form filling process proceeds. **You cannot submit the form twice with 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 your

Make 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.

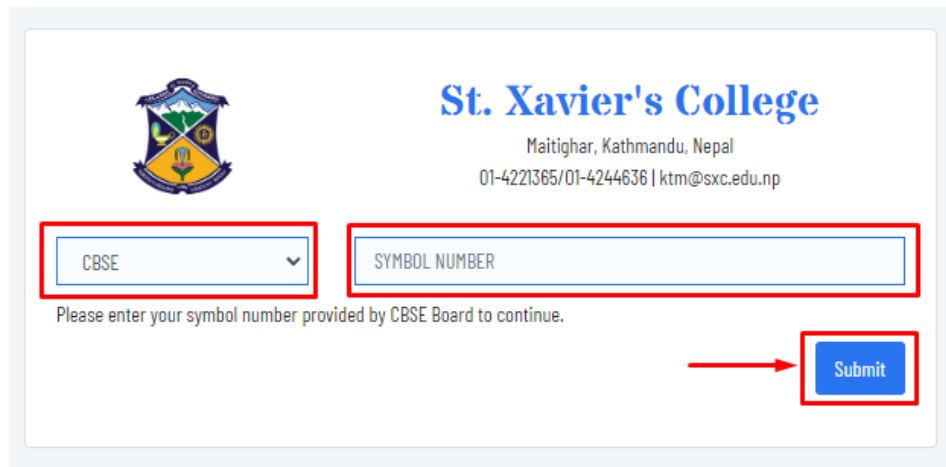
If you select and submit an Incorrect Board, your application will not be processed even if your symbol number is correct.

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



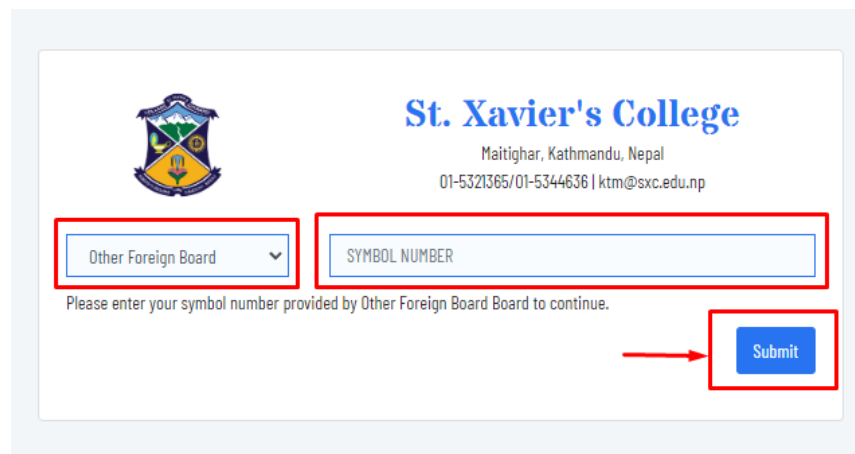
The screenshot shows the application form for St. Xavier's College. At the top left is the college's crest. To the right, the text reads "St. Xavier's College" in blue, followed by "Maitighar, Kathmandu, Nepal" and "01-4221365/01-4244636 | ktm@sx.edu.np". Below this, there are two input fields: a dropdown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



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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

YYYY-MM-DD

Gender*: Male Female Prefer Not to say

AD

YYYY-MM-DD

Age:
Year Month Day

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 SEE (or equivalent) level. Make sure to provide either Aggregate Marks or GPA according to your grade-sheet.

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)* | Aggregate Marks (%) | GPA |
|---------------------|---------------------------|--------------------------|-----------------------------|----------------------|----------------------|----------------------|
| SEE (or Equivalent) | <input type="text"/> | NEB <input type="text"/> | 8574853G | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Fields Interested/ Participated in (Max 100 characters)

Go to Next >

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

Go to Next

 ←

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:

is Same as Permanent Address

CURRENT CONTACT 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.
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

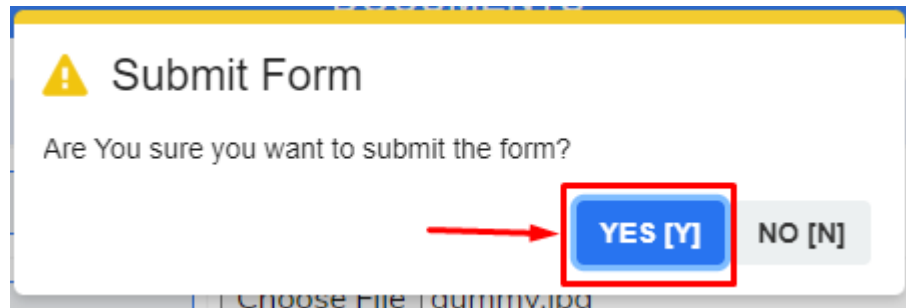
| Document Name | File |
|--|---|
| <input type="text" value="Student Photo"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text" value="SEE (or Equivalent) Scoresheet/Gradesheet"/> | <input type="button" value="Choose File"/> No file chosen |
| <input type="text" value="SEE (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 Submission 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.



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Name :
Stream : NEB Plus Two
Your Submission ID :

Gender :
Phone:
Date of Birth:

! IMPORTANT: Please make a note of your SUBMISSION 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 SUBMISSION ID. Please keep it safe!

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

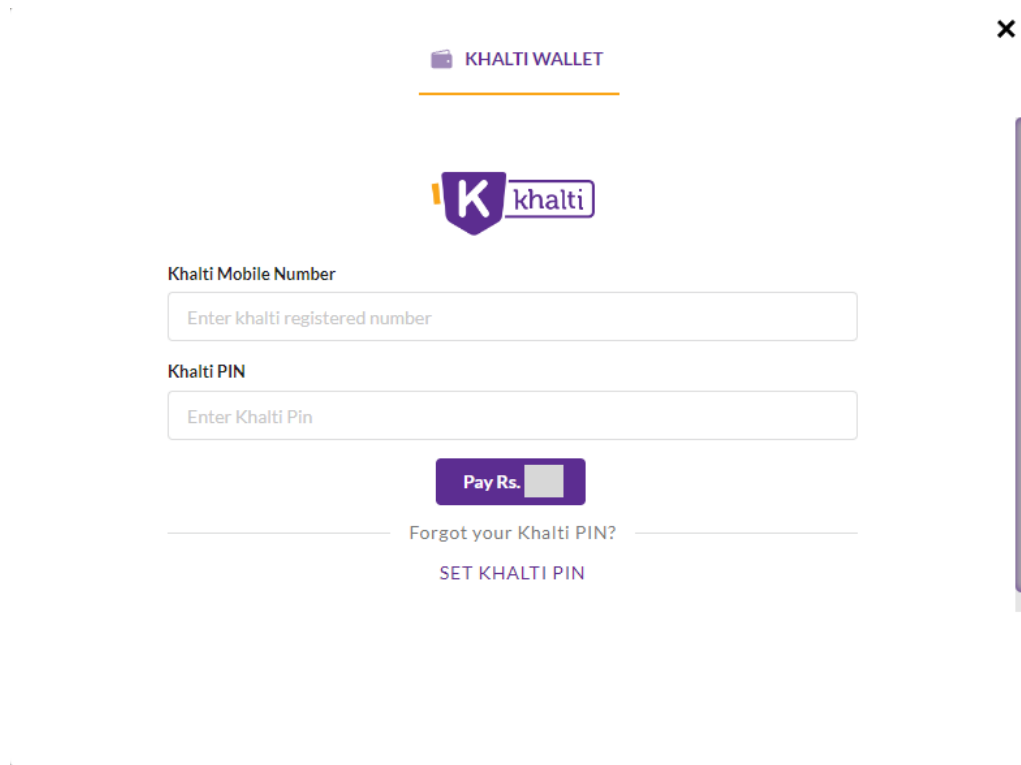
Step 2: Now you will be provided with the option of two wallets, Khalti and Esewa. Select the suitable option for you. Click on **Pay with Khalti/Esewa** button.

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



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

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



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

The screenshot displays the Esewa payment interface. At the top, there is a dark header with the Esewa logo and a green bar with the text "Please login to make your payment". Below this, the interface is divided into two main sections: "Transaction Details" and "Login".

Transaction Details:

| Nepal Jesuit Sanstha ePay, MAITIGHAR | | NPR |
|--------------------------------------|--|------|
| Product Amount: | | |
| Tax Amount: | | 0.00 |
| Service Charge: | | 0.00 |
| Delivery Charge: | | 0.00 |
| Total Amount: | | |

Login:

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 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. It features the college's logo on the left and the name "St. Xavier's College" in blue text on the right. Below the name, the college's location and contact information are provided: "Maitighar, Kathmandu, Nepal" and "01-5321365/01-5344636 | ktm@sxc.edu.np".

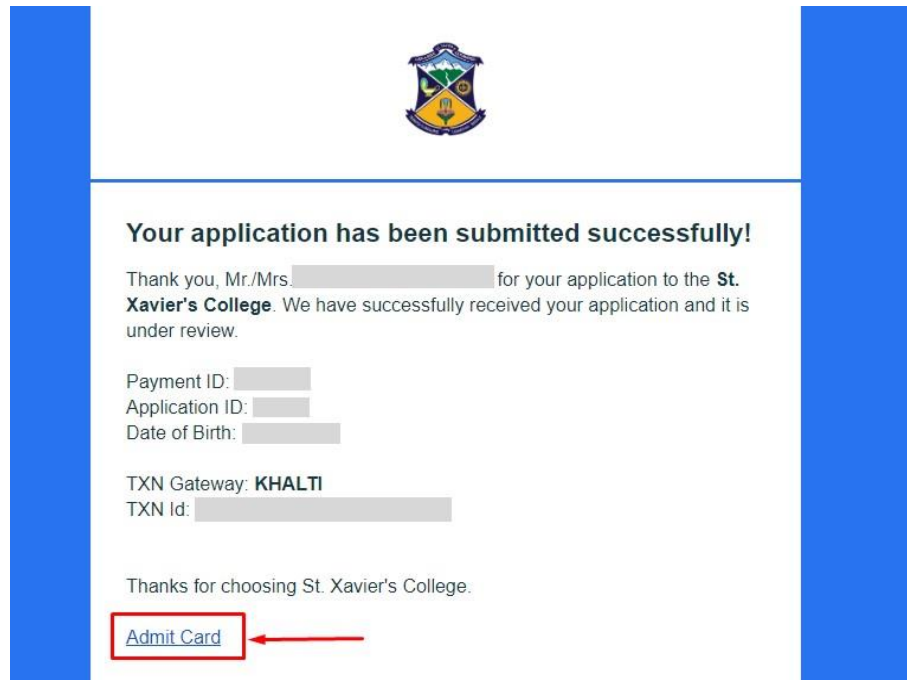
Personal details are listed below:

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

A light blue banner indicates: "Payment process is already completed."

At the bottom, there are four blue buttons: "DOWNLOAD ADMIT CARD", "PRINT ADMIT CARD", "PRINT PAYMENT RECEIPT", and "DOWNLOAD RECEIPT". The "DOWNLOAD ADMIT CARD" button is highlighted with a red border.

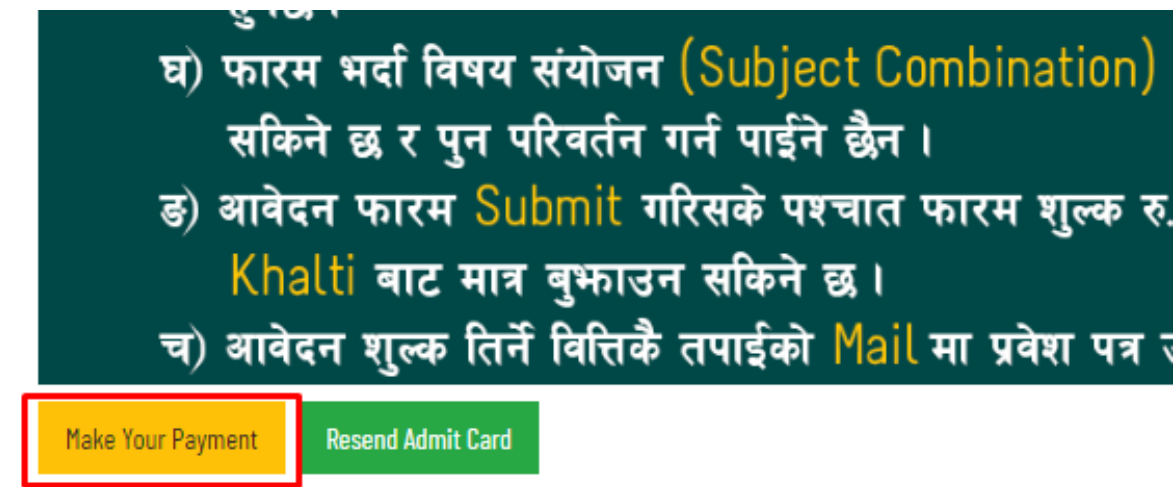
You will get an email (provided in personal information) like this after successful payment. You can access your admit card by clicking on the **Admit Card** button from the email as well.




***For Payment Later Option:**

If you wish to make the payment later for the application, you need your Submission 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 Submission ID (Provided after submitting the form) and your Date of Birth (Mentioned in the Form). Click on the **Submit** button when you are ready.



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Submission ID

Date Of Birth

Submit

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