# Digital Campus

Online Admission Portal

Admission Portal – Online Admission Form

Sibling Admission Process through Parent Portal

To make sibling admission, parent needs to login to parent portal.

[On a browser such as Chrome, Internet Explorer, Firefox etc., browse to http://portal.asianschool.bh . Enter username (Parent/Member id) and Password. If you have not yet logged into parent portal, please refer to the email sent to the students' school email id (on June 4 2020) for the login details. Or if you have forgotten your password, please use the password reset link on the portal to reset your password. If you are still unable to login, please send an email to digitalcampus@asianschool.bh.]

After logging into parent portal, click on the tile named "New Admission"
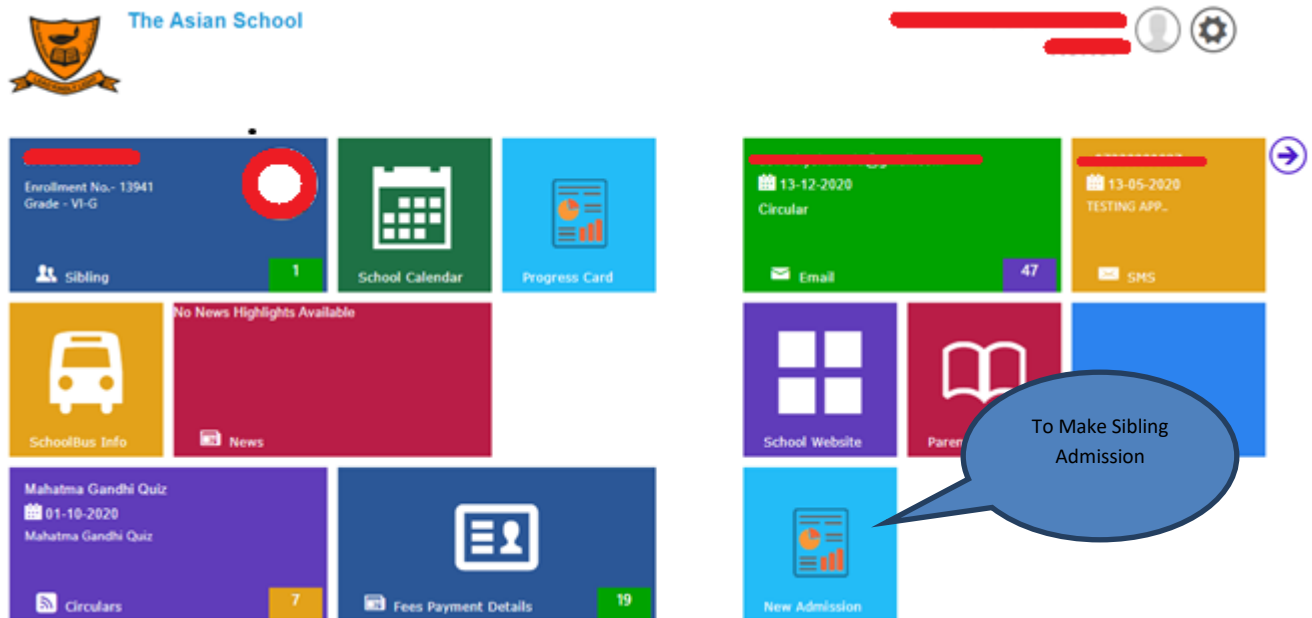
Admission portal will be opened and Parent has to fill the admission form given below

1. Select Academic year as 2021-22, Standard in which admission is needed and Birth Date.
2. Enter CPR Number and Prospectus No and make sure that these entries match with the Prospectus which is purchased from school.

3. <mark>Student Details</mark> should be entered as per passport. Also, make sure that all details are entered in Capital letters
4. Enter <mark>Passport and CPR details</mark>
5.   Fill <mark>Academic information</mark> like
     a. Enter Previous School Name, Select syllabus, and Enter place.
     b. Has the child studied in The Asian School before? -> Choose Yes or No option and Enter last studied year and grade
6. <mark>Sibling Information</mark> like
     a. Does your child have siblings at The Asian School? If yes, please fill in the details like Sibling Name, Class, Sibling Gender, Sibling Enrollment No. for each Sibling
     b. Otherwise Select No option.

7. <mark>Transport needed</mark> - Choose Yes or No option as per the requirement.
8. Then Click on Continue Button.

9.   DOCUMENTS - Upload required documents

a.   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.
b.   After uploading mandatory and required documents click on Submit button.

10. Form Status – After clicking on submit button, your application will get submitted successfully and you will get the below message
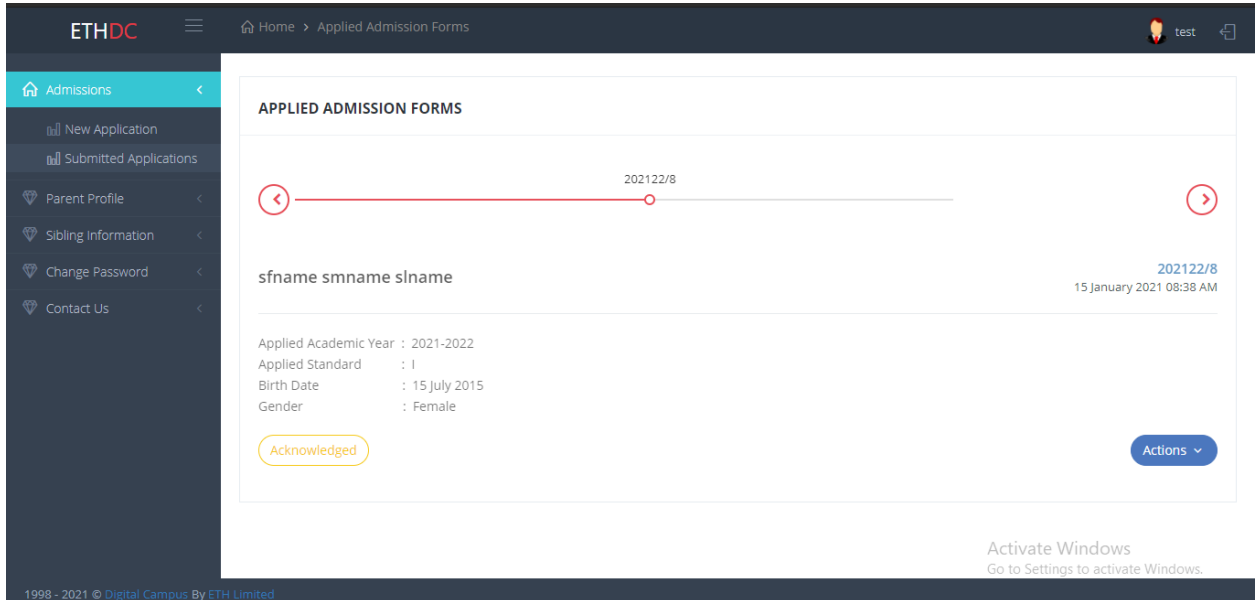
To enter another admission form, click on New Application on the left side and do the above steps
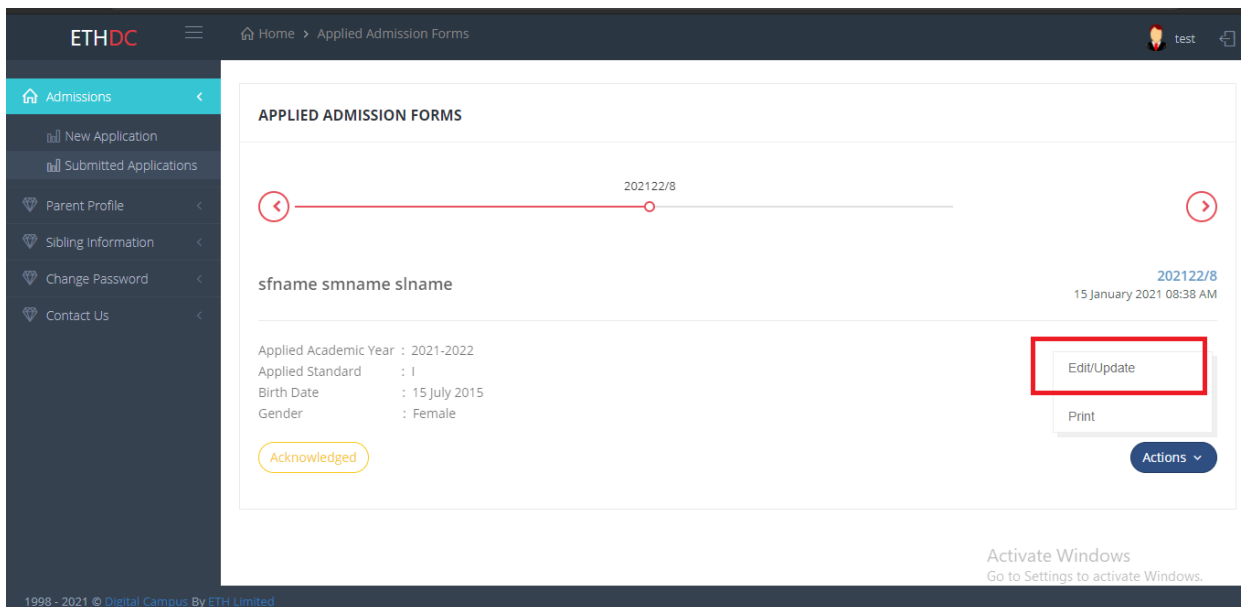
To View and Edit Admission Forms

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.