



# 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 2025

### ☰ COURSE CATEGORIES

[Tribhuvan University](#)
[Kathmandu University](#)
[NEB](#)
[A-Levels](#)
[Trainings \(2\)](#)

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#### QUICK LINKS

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[Loyola Website](#)
[TU SXC Website](#)
[NEB SXC Website](#)

#### CONTACT US

📍 St. Xavier's College, Maitighar, Kathmandu, Nepal

☎ Phone: +977-01-4221365, 4244636

✉ E-mail: [ktrm@sxc.edu.np](mailto:ktrm@sxc.edu.np)

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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.



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

क) प्रवेश परीक्षाको आवेदन फारमहरु 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 भर्ना 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 गर्नुपर्ने र सोही E-Mail ID मार्फत नै सम्पूर्ण जानकारी उपलब्ध गराइने हुँदा आवेदन कर्ताको सफिय E-Mail ID हुनु अनिवार्य हुनेछ ।

घ) फारम भर्ना 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 बित्तिकै तपाईंको Mail मा प्रवेश पत्र उपलब्ध हुनेछ । सो प्रवेश पत्रमा परीक्षा सम्बन्धि महत्वपूर्ण जानकारी हुने भएकोले सोको राम्रो अध्ययन गर्न परिचारी हु ।

**NEB +2  
ADMISSION FYI**

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 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 email. Study the admit-card thoroughly to get to know all your details

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.

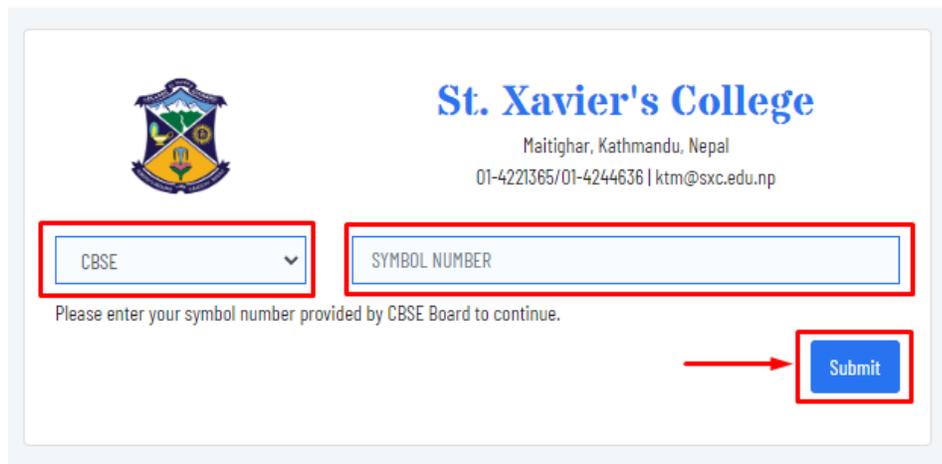
**If you select and submit an Incorrect Board, your application will not be processed even if your symbol number is correct.**

- 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", "Maitighar, Kathmandu, Nepal", and "01-4221365/01-4244636 | ktm@sx.edu.np". Below this, there is a dropdown menu with "NEB" selected, a text input field labeled "SYMBOL NUMBER", and a blue "Submit" button. A red arrow points to the "Submit" button. Below the input fields, a note says "Please enter your symbol number provided by SEE Board to continue. (Example : 0000000A)".

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



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- 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", "Maitighar, Kathmandu, Nepal", and "01-5321365/01-5344636 | ktm@sx.edu.np". Below this, there is a dropdown menu with "Other Foreign Board" selected, a text input field labeled "SYMBOL NUMBER", and a blue "Submit" button. A red arrow points to the "Submit" button. Below the input fields, a note says "Please enter your symbol number provided by Other Foreign Board Board to continue."

**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  AD

Gender\*:  Male  Female  Prefer Not to say

Age:

Nationality\*:

**Email\***

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

Religion\*:

Caste / Ethnicity\*:

Mobile No.\*:

Blood Group:

Differently Abled:

Mother Tongue:

**Step 5:** Now fill up your Academic Information. Provide information for SEE (or equivalent) level. Make sure to provide GPA according to your grade-sheet. Also make sure to select appropriate Previous School Type for you.

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

**ACADEMIC INFORMATION**

Previous School Type\*:  
--- Select ---

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"/> <small>Required</small>	NEB	5252634D	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>

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

Add a few lines about your interests.

**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\*:  
--- Select ---  
Required

Mobile No.\*:  
  
Required

**MOTHER'S INFORMATION**

Mother's Name\*:  
  
Required

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

Occupation\*:  
--- Select ---  
Required

Mobile No.\*:  
  
Required

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

Parents  Relatives  Guardian  Friends  Hostel

**< Go to Prev** **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:

**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.  
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**

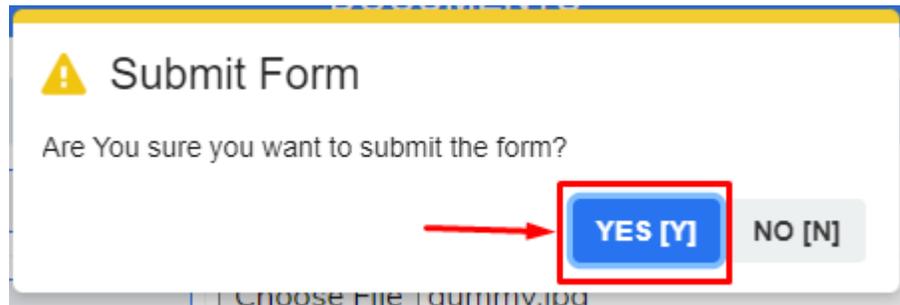
Document Name	File
<input type="text" value="Student Photo"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text" value="SEE (or Equivalent) Scoresheet/Gradesheet"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text" value="SEE (or Equivalent) Admit 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 read the instructions carefully and note down your Submission ID and Date of Birth. It is best to take a screenshot of this page.** (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: Read the following instructions carefully and Take Screenshot of this Page!**

Please make a note of your **SUBMISSION ID** and **DOB** which would be required if you wish to make a form fee payment later. Click on the **"Pay Now"** button below to make the online payment. **Offline payment is not available.**

After successful payment, you will receive the exam admit card with **APPLICATION ID**. All the processes of admissions will be regulated through your **APPLICATION ID**. Please keep it safe!

**! महत्त्वपूर्ण: कृपया निम्न निर्देशनहरू ध्यानपूर्वक पढ्नुहोस् !**

कृपया आफ्नो SUBMISSION ID र जन्ममिति (DOB) लेखेर राख्नुहोस्, जुन तपाईंले पछि फर्म शुल्क भुक्तानी गर्न आवश्यक पर्नेछ। अनलाइन भुक्तानी गर्न तल रहेको "Pay Now" बटनमा क्लिक गर्नुहोस्। अफलाइन भुक्तानी उपलब्ध छैन।

भुक्तानी सफल भएपछि, तपाईंले APPLICATION ID सहितको परीक्षा प्रवेश पत्र प्राप्त गर्नुहुनेछ। सबै भर्ना प्रक्रियाहरू तपाईंको APPLICATION ID मार्फत सञ्चालन गरिनेछन्। कृपया यसलाई सुरक्षित राख्नुहोस्!



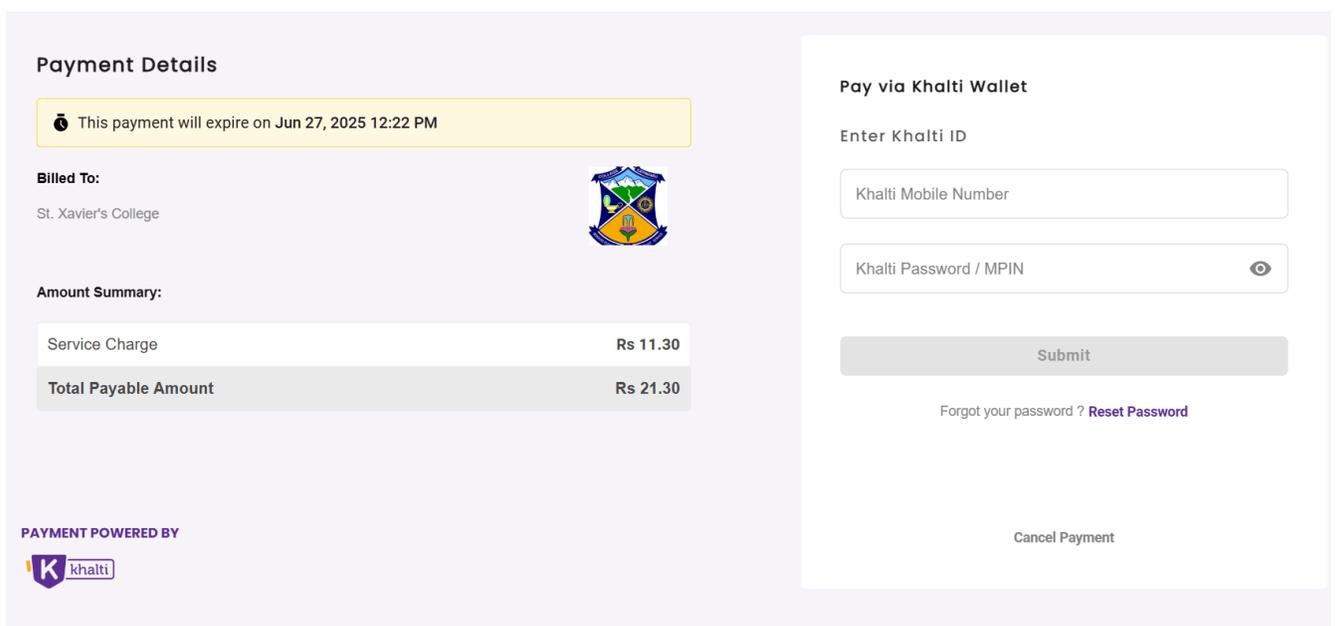
**Step 2:** Now you will be provided with the option of two wallets, Khalti and Esewa. Select the suitable option for you. Click on **Pay with Khalti/Esewa** button.

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.
- **Khalti charges Rs. 11.30 as service charge. Please make sure you have enough money in your wallet.**



- Esewa interface will look like this. You need to login to your Esewa account to complete the transaction.
- Esewa charges Rs. 11.30 as service charge. Please make sure you have enough money in your wallet.

The screenshot shows the Esewa payment interface. At the top, there is a green banner with the text "Please login to make your payment". Below this, there are 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
<b>Total Amount:</b>		

**Login:**

eSewa ID:

Password:

Buttons: LOGIN (green), CANCEL (grey)

**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 St. Xavier's College payment confirmation page. It features the college's logo on the left and the name "St. Xavier's College" in blue text. Below the name, it says "Maitighar, Kathmandu, Nepal" and "01-5321365/01-5344636 | ktm@sxc.edu.np".

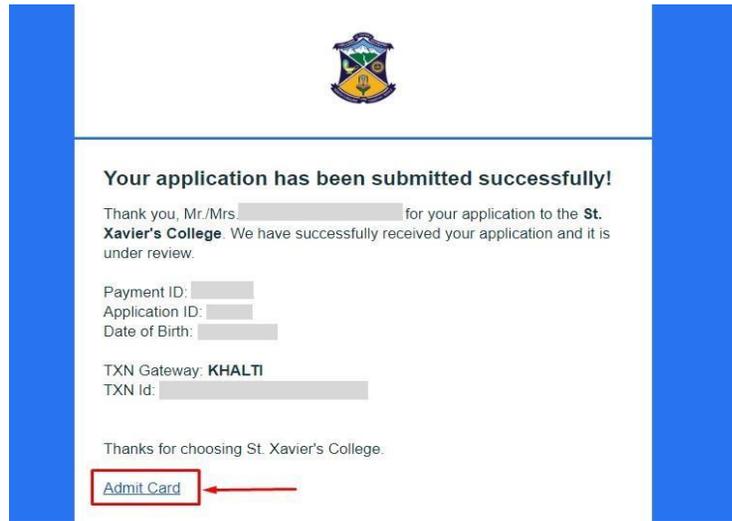
Personal details are listed below:

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

A light blue banner at the bottom of the page 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.



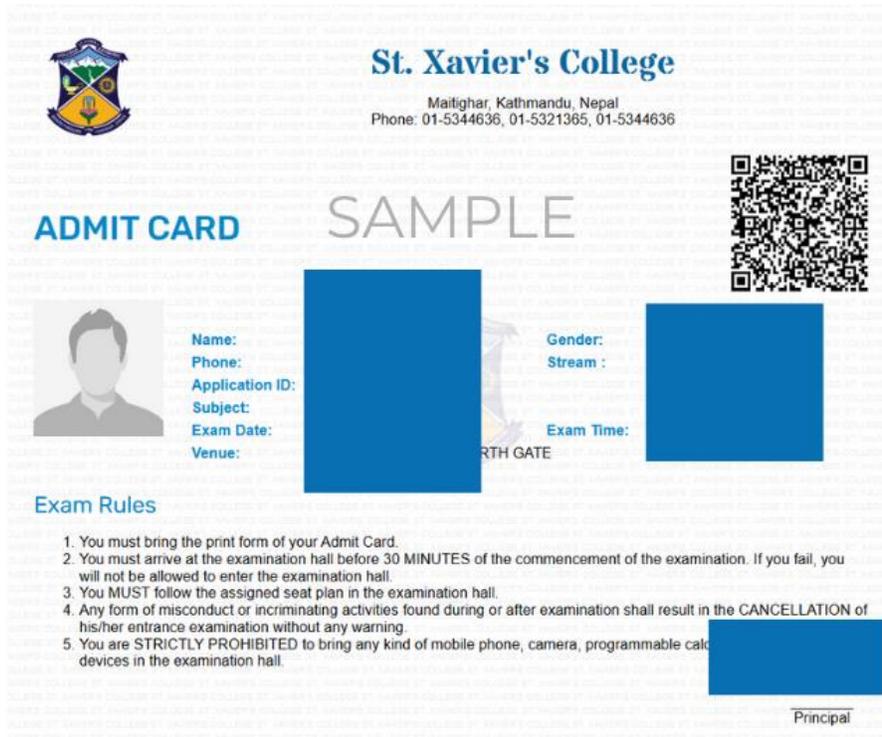
### SAMPLE ADMIT CARD

You will receive such admit card after successful form submission and payment.

**Most important things to note in admit card:**

**1) Application ID**

**2) Entrance Exam Date and Time**



### \*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.

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Payment 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**