



ONLINE ADMISSION PROCESS

SCHOOL: ST. MONICA'S SENIOR HIGH SCHOOL

EMAIL: ST.MONICASSHSMAMPONG@GES.GOV.GH

LOC: MAMPONG

MOBILE: 0244661618

Wednesday, 30th July, 2025 , 11:15 pm

This document provides a step-by-step guide on how to purchase your online Admission Code, complete the admission forms, and print your Admission Letter, Form, and Prospectus.

HOW TO BUY ONLINE ADMISSION CODE

1. Visit stmonicasshs.net to access the online admission portal.
2. Click on 'Buy Admission Code'.
3. Enter your mobile number (e.g., 0245668202) and email (e.g., example@gmail.com).
4. Wait for a verification code sent to your mobile number.
5. Confirm the payment with the verification code.
6. Approve the payment amount.
7. Wait approximately 60 minutes; your Admission PIN and Code will be sent via SMS or email.
8. Due to potential network issues, your code may delay. If you do not receive the code within the given time, click on 'Resend Code' to trigger a resend.

STEP-BY-STEP: USE OF THE ADMISSION CODE

1. Visit stmonicasshs.net to access the admission portal.
2. Enter your full name exactly as it appears on your school placement form (same order and spelling).
3. Enter your BECE index number (12 digits) exactly as it appears on your placement form.
4. Click on 'Submit'.
5. Complete the CAPTCHA (if available) by typing the correct characters shown.
6. Click on 'Verify'.
7. Enter your Admission PIN and Code, then click 'Next'.
8. Fill in your guardian's details and click 'Next'.
9. Continue filling all the required fields on the form as they appear.
10. Once you finish filling the form, your student portal will open automatically.
11. In your portal, print your admission letter, admission form, and prospectus.
12. Submit the printed documents along with all other documents specified in your admission letter to the school when school resumes.
13. Carefully read and follow all instructions provided in your Admission Letter.
14. Your admission is incomplete until you submit all required documents to the school on the date school resumes.

REQUIRED DOCUMENTS FOR ADMISSION

- BECE results slip (PDF format only).
- ENROLLMENT FORM (PDF format only, scan and upload all pages as single pdf file).
- PLACEMENT FORM (PDF format only, scan and upload all pages as single pdf file).
- Passport-sized photograph (JPG or PNG format, file size < 500KB).

Thank you for following these steps to ensure a smooth online admission process.

If you encounter any issues, please contact the System Administrator for assistance. Note that due to network issues, an SMS can delay up to one hour.

SYSTEM ADMINISTRATOR

Name: MR. Ebenezer Acheampong Boateng

Title: HOD (ICT)

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