



## ONLINE ADMISSION PROCESS

SCHOOL: ST. MONICA'S SENIOR HIGH SCHOOL  
EMAIL: ST.MONICASSHSMAMPONG@GES.GOV.GH  
LOC: MAMPONG  
MOBILE: \_\_\_\_\_

Friday, 29th May, 2026, 09:11 pm

This guide explains 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 and email.
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. Your Admission PIN and Code will be sent via SMS or email (may delay up to 60 minutes due to network).
8. If you do not receive your code within the time given, contact the IT Support Team.

### STEP-BY-STEP: USE OF THE ADMISSION CODE

1. Visit stmonicasshs.net and click on 'Admission'.
2. Enter your full name exactly as it appears on your school placement form (same order and spelling).
3. Enter your 12-digit BECE index number exactly as it appears on the placement form.
4. Click 'Submit'.
5. Enter your Admission PIN and Code, then click 'Next'.
6. Fill your guardian's details and click 'Next'.
7. Complete all required fields on the form as they appear.
8. After submission, your student portal opens automatically.
9. In your portal, print your Admission Letter, Admission Form, and Prospectus.
10. Submit all printed documents and any other items specified in your Admission Letter on the reopening date.
11. Admission is incomplete until all required documents are submitted at school on the reopening date.

### REQUIRED DOCUMENTS FOR ADMISSION

- BECE Results Slip.
- ENROLLMENT FORM.
- PLACEMENT FORM.
- Passport-sized Photograph(2 copies).

Attach these to your Admission Letter and Personal Record Form before submission.

### IT SUPPORT TEAM

Mr EBENEZER M: 0557826171 eben.favour@hotmail.com			
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