

Instructions and Guidelines for filling Online Registration Form:-

1. Name of the student (please fill up the name in Block letters with space between first name, middle name and surname).
2. Name as mentioned in the application form should be same as on:
 - a. Birth Certificate in case of Nursery admission
 - b. School Leaving Certificate of the previous school in case of all other classes (from LKG to XII)
3. Name as mentioned in the application form will reflect in all certificates issued from the school later.
4. Date of Birth (DOB) should be carefully entered. Original date of Birth certificate will be verified and returned. Attested photocopy of DOB certificate will be retained by the School.
5. Documents once submitted to the school will not be returned.
6. No change in the date of birth details will be permitted in future. In case, if any, discrepancy is found in date of birth or other details. The school reserves the decision to cancel the admission.
7. All fields marked * are compulsory. If any field is not applicable for you, please write NA (Not Applicable)
8. The payment of Rs 1000 /- (Non Refundable) should be made online. Printout of the registration form will be enabled only after the payment has been made.
9. You will also receive SMS as an Acknowledgement receipt with registration number, USER ID and PASSWORD for further correspondence.
10. Take a print out of registration form through Print Form option and Acknowledgement receipt. You would require quoting the registration number for all future correspondence with the school.
11. Printed form along with the documents as given below should be submitted to the school office.

Document to be submitted at the time of admission:-

- a. Date of Birth Certificate in original (returnable) and its attested copy along with the application form.
- b. Copies of school reports (Note applicable for Nursery admission).
- c. Aadhar card copies of parents and child.
- d. Caste Certificate in original for SC/ST/OBC if applicable.
- e. Coloured passport size latest photographs.
- f. Minority certificate if applicable.

12. In case of admission to class IX/X/XI/XII

- a. All above certificates along with CBSE Registration slip of Class IX/XI

Admission Process

The Printed application form should be signed by the father/mother or the guardian if authorized by the parents.

In case of **admission for Nursery Class**, Date of Birth Certificate in original (returnable) and its attested copy should be submitted along with the application form. Parents will be called for an interactive session with the Principal. The final list will be put up on the School Notice Board/ website on a given date.

In the case of applicants for **Classes I–IX and XI**, copies of the last attended school's progress report, TC,& Date of Birth Certificate (Returnable) along with its attested copy should be submitted.

In case of **admission to class X or XII** (Direct Admission) Registration slip of class IX from CBSE should be submitted to the school office.

Students who have studied in CBSE Board in class **IX/XI** are only permitted to be directly admitted in X or XII.

Admission for 10+1 will be given on provisional basis from the start of the session in April on production of school Leaving Certificate, latest Report Card and the Character Certificate. Admission will be confirmed only after production of CBSE Certificate/ CCE Card (after declaration of the Board Result).

In case of inter-state migration counter signature of State or Zonal Officer of the concerned Board is required for admission to all classes.

Age Criteria for Nursery:- 3+ as on April 01 of the session.

Note:- Incomplete Form will not be acceptable.