

Steps Of Online Registration Process

- i. Reading the instructions for the Registration Process for Admission carefully.
- ii. Arranging the Photograph of the Child (for whom the admission is sought) in Soft Form(.JPG form) as well as the Printed Passport Size of the Same Photo. The JPG form of the photograph will be required while filling the Registration form.
- iii. Filling the Registration Form online.
- iv. Ensure you fill all the mandatory fields before submission of the form online, else the form will not be accepted by the system.
- v. Once the Registration Form is completely filled, and click on submit button the parent redirect to online payment gateway. Here various online payment methods available to pay Registration & Processing Fee.
- vi. After the successful payment of Registration and Processing Fee, the parent will receive an E-mail as per below details.

1. The Acknowledgement Receipt.

2. Copy of Filled Registration Form.

The Parent has to take the print of both acknowledgement Receipt & Filled Registration form for submitting the same at the school office on the day of interaction.

- vii. The Parent will be intimated through E-mail and SMS about the Date and Time of interaction.
- viii. Both the parents along with their ward must reach to the school office on the day interaction at scheduled time. Parent has to bring all the required documents (List of documents available on the website) for submitting along with the acknowledgement receipt & Copy of filled Registration form.
- ix. After completion of the introduction session, the parent will be intimated about the confirmation of Admission through E-Mail/SMS.
- x. On receiving the confirmation E-mail/SMS, the parent is required to pay the requisite admission and other fees within 3 working days, failing which the seat may be allotted to the next candidate in waiting list.
- xi. For any technical query regarding filling of online form or online payment, you may contact the School Office/Admission Counsellor.