

## GUIDELINES FOR ONLINE REGISTRATION

### SESSION 2019 -2020

#### (Only for class LKG, I & VI)

- Application form for admission to Class **LKG, I, VI** will be accepted **online only**.
  - The online registration form will be available from **15<sup>th</sup> December 2018 to 20<sup>th</sup> January 2019**.
  - The online application form is available by clicking on the **Online Registration** link in the school website: **www.josephitesgkp.edu.in** or on **www.sjscampuscare.org**.
1. You must have the following documents/information at the time of applying as these are mandatory for filling the form:
    - a. Photograph of the child (in Jpg format) not more than 3 months old
    - b. Group Photograph of parent along with the child (in Jpg format)
    - c. Valid e-mail id & Mobile number for both parents for communication.
    - d. Credit/Debit card or Net banking for Online Payment

**Note: Photographs should not be more than 20Kb in size**
  2. Kindly fill in the particulars of the child (i.e. name, parent's name and date of birth) correctly.
  3. The **date of issue & serial number** of the birth certificate is mandatory for all admission registration.
  4. The date of birth & date of birth certificate issue date & serial no. in the form must tally with the birth certificate of the child.
  5. The online registration form will only be accepted upon successful online payment of the application processing fee of **Rs 250/-**. **The fee is non refundable**.
  6. Upon successful submission of your registration form, the system will generate:  
An Acknowledgement Receipt with a Registration Number which you would need for all further correspondences. (Kindly ensure that the pop-up blocker is Turned Off).  
Username and password should be mentioned in Acknowledgement Receipt for viewing and printing your registration form.
  7. The following documents need to be submitted physically at the school from **7<sup>th</sup> January 2019 to 20<sup>th</sup> January 2019 (Time: 09.30 A.M 12.30 P.M)** for completing the registration process.  
The documents send by post or courier will not be accepted.
    - ❖ Self attested printout of the registration form.
    - ❖ Self attested Xerox copy of the Birth Certificate.
    - ❖ Medical Fitness certificate: (**The fitness must be certified by a physician in Government service**) Download the format of the Medical Fitness Certificate from the school website - **josephitesgkp.edu.in** or from the **Online Registration** link.
    - ❖ Self attested valid government issued address proof e.g. License, Passport, Voter ID, Aadhaar Card etc.
    - ❖ Copy of the Result of the Half-Yearly/Second Terminal Exam from the school where the child is studying (not applicable for LKG applicants).
  8. Those parents who are not able to register online may contact the registration counter at the school's office with the following mandatory documents:
    - Child's Photograph (Passport size).
    - Group photograph of the parents along with the child (Postcard size).
    - Birth certificate of the child (original + one Xerox copy).
    - Application processing fee of Rs 250/- (Credit/Debit card or Net banking for Online Payment)
  9. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. Incomplete registration forms or those with incorrect information will automatically stand rejected.
  10. Standard charges for Card Transactions and Net Banking would be charged extra as per actual by the bank for using these services.

## **IMPORTANT INFORMATION REGARDING ADMISSION**

1. **For LKG** – Birth certificate from the competent Authority, such as:  
Panchayat/ Nagarpalika/ Maha Nagarpalika/ Hospital / Baptism Certificate
  2. **For I & VI**– Date of Birth Certificate from the school where the student is studying.
  3. **Age Limit** –
    - i) **LKG** -Children born between 1st October 2014 to 30th September 2015 only eligible for admission (**3 and 1/2 years**).
    - ii) **Class I** - Children born between 1st October 2012 to 30th September 2013 only eligible for admission (**5 and 1/2 years**).
    - iii) **Class VI** - Children born between 1st October 2007 to 30th September 2008 only eligible for admission (**10 and 1/2 years**).
  4. **For LKG** – Candidates registered successfully for admission will have to appear for interaction. Date and time will be given at the time of submitting the form in the school office.
  5. **For Class I & VI**
    - a) Candidates registered successfully for admission will have to appear for a written Test. Syllabus, Date and time will be given at the time of submitting the form in the school office.
    - b) Only those candidates who can submit their annual exam report card till 31st of March 2018 need to apply for admission.
    - c) **Only for class VI** - **Name of the school studying at present is mandatory for students seeking admission to class VI.**
  6. For more details about the admission process please refer to the prospectus. It will be available from school at the time of submitting the form in the school office.
  7. The School does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the School. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The School will appreciate to know if there is any such person or persons so that proper legal action can be taken against them.
- ❖ **Application processing fee of Rs. 250/- is to be paid online at the time of registration. It is Non- Refundable.**
- ❖ Kindly visit [www.josephitesgkp.edu.in](http://www.josephitesgkp.edu.in) for more information regarding admission.  
**Or Contact: 7800177774.**

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