

## Guidelines for filling the Application Form

- Only children born between **1<sup>st</sup> October 2014 to 31 October 2015** will be eligible for admission to Lower Kindergarten.
- Application fee Rs. 300/- only (non-refundable).
- Online Application will be opened from **12/12/2018 to 16/12/2018**.
- The **completed form** should be submitted to the school office with necessary documents. **Those forms without the necessary documents will be rejected.** Form will be accepted in school office on 7<sup>th</sup> January, 2019 (timing 09.00 AM to 01.00 PM). **No form will be accepted thereafter.**
- The Principal reserves the right to select from all potential applicants and their parents to be met for verification of documents. The Principal's decision will be final.
- Applying is no guarantee of admission, admission will depend on the availability of seats and merit.
- Timings for verification of documents & meeting the parents will be communicated through SMS on your mobile.
- Parents are strongly urged to try other schools as the number of seats in **St. Mary's Convent Sr. Sec. School, Vikasnagar is limited.**
- Any attempt to use friends or influential people in procuring recommendations for admission will lead to disqualification.
- Please do not request a meeting with the Principal or any Staff member to clarify issues or any questions regarding the Admission Process. Great efforts have been taken to provide all the necessary information in the Performa.
- **The original Date of birth certificate of the child should have: child's name, father's name and mother's name written on it.**
- Name of the child, father's name, mother's name, date of birth etc should be entered correctly. **Date of birth once entered in the school records will not be changed under any circumstances.**
- The following documents should be attached with the Application Form:-
  - I. Photostat copy of **BIRTH CERTIFICATE (STATE GOVERNMENT)**
  - II. Original Affidavit of **Date of Birth** .
  - III. Photostat copy of Aadhar Card of parents (Father & Mother).
  - IV. If you are the Guardian please enclose the following:
    - a. Authority letter by the parent(S) or an affidavit
    - b. Your recent photograph
    - c. Proof of residence
    - d. Copy of Aadhar Card
  - V. Christian parents are requested to submit Baptism Certificate of your child and a letter from the Parish Priest that you are a regular member of the Parish.
  - VI. Ex-SMCS are required to submit a Copy of the Mark Sheet / Pass Certificate of Class X & XII as proof.
  - VII. A printed copy of the complete form along with the supporting documents.