

PLEASE TAKE A PRINT OF THIS PAGE AND READ THE INSTRUCTIONS VERY CAREFULLY BEFORE PROCEEDING TO FILL THE REGISTRATION FORM ONLINE

IMPORTANT INSTRUCTIONS

1. The **Registration Form** should be filled only by the parents.
 - 📌 ***Filling the Registration Form or Registration of a child does not guarantee admission in the class applied for.***
2. The filled-in Registration Form has to be submitted in the school office on or before **the last date mentioned in the registration form between 9:00am & 12:00Noon.**
 - 📌 ***Timings will be strictly followed.***
 - 📌 ***The registration form will be considered invalid and cancelled if not deposited on or before the last date.***
3. Date of Birth Certificate is compulsory for applicants seeking admissions to classes **Nursery, LKG, HKG and First.**
 - 📌 ***All particulars in the Date of Birth Certificate should be printed on it and not handwritten.***
4. **The Date of Birth once recorded in the school records will not change in any case at later stage.** The Date of Birth filled online should be the same as that in Date of Birth Certificate.
 - 📌 ***The School Management has the rights to cancel the registration form if differences found in the age filled online with that of birth certificate.***
 - 📌 ***In no case a student will be admitted to a class higher than that for which he/she is entitle/eligible according to the age. As per CBSE, a child's age should not be less than 13 years at the time of registration with the Board in Class-IX. (A child should be of at-least 13 years when he/she comes in Class-IX, as on 1st April of that year.)***
5. A **School Certificate** (except for Class Nursery) from the school where the child is presently studying should be deposited along with the Registration Form.
 - 📌 ***The details such as student's name, father's/mother's name and date of birth given in the Birth Certificate or School Certificate without any change/alteration should be filled in the Registration Form and thereafter in the Admission Form after the confirmation of the admission.***
 - 📌 ***The Registration or Admission stands cancelled if the details, mentioned above, are not the same as written in the Birth Certificate or School Certificate.***
 - 📌 ***After confirmation of admission, the Transfer Certificate (TC) should contain the same details as mentioned in the School Certificate.***
6. Admission will be decided and confirmed based on the interaction/interview/test of the child held for subjects – Hindi, English and Mathematics. Questions of 25 marks each will be asked from the syllabus of the class in which the student is studying presently. **A separate syllabus for the exam/test will not be provided.** The duration of the exam/test will be of One Hour and Thirty Minutes.
7. The result of the interaction/interview/test will be **declared and made available on the school website (www.stteresasschooljpr.in)** after four working days from the date of the interaction/interview/test conducted.

8. **Particulars/documents required (compulsorily) along with the Registration Form.**

- a) Demand Draft of Rs.1000/-, towards administrative & registration cum admission process, in favour of **ST. TERESAS SCHOOL (MANAGEMENT A/C)** payable at Jaipur.
- b) One passport size photo of the child. (Strictly latest/recent photo)
- c) Photocopy of date of birth certificate of the child. Original should also to bring for verification.
- d) Photocopy of half-yearly mark-sheet of the class in which the child is studying presently. (Final mark-sheet if applying after March)
- e) Original school certificate from the school where the child is studying presently.
- f) Photocopies of Aadhaar Card of the child and parents (both mother & father).
- g) Photocopies of mark-sheets of Father's and Mother's highest qualification.
- h) Photocopy of proof of present residence.
- i) Photocopy of annual income of both parents.
- j) Photocopy of caste certificate, if applicable.

Note:

- **The Management has absolute freedom in the selection of students for admission in the interest of the school.**
- **The Registration Form will not be accepted in the absence of required documents.**
- A SECOND ATTEMPT will not be given in any case if the child fails to clear the Interaction/ Interview/Test. Such parents may apply in the next session if admission opens.
- Documents once deposited will not be given back, in any case.
- No information regarding results of the interaction/interview/test shared over the phone.
- **All fees once paid will not be refunded under any circumstances.**
- **Answer sheets of the interaction/exam conducted will not be revealed to anyone, in any case.**
- **NO DONATION IS TAKEN FOR ADMISSION BY THE INSTITUTION OR IT'S REPRESENTATIVE.**

STEP-BY-STEP PROCEDURE FOR ONLINE REGISTRATION

Step 1	Click to Read Basic & Important Information and take a print of the same.
Step 2	Create new user account by clicking on Create New User Account Here . Read the instructions first to create a temporary e-mail account, only to be used for the purpose of Registration of the student/applicant. Check E-Mail ID → Save → Return Please note down the e-mail account and password generated to be used for filling the online registration form and later to check the results of interaction/interview/entrance exam.
Step 3	Enter your Registered E-mail ID & Password (generated at step No.2) and Sign-in . Select Class to Which Admission Sought and click on New Form . Fill the registration form . After final submission take a print of the registration form and return to home/sign-in page.
Step 4	Sign-in again to Enter D.D. No. Unlock → enter D.D. No. → Save
Step 5	Please ignore. To be done by the school.

Deposit the prints of **Registration Form** and **Basic & Important Information** along with the required particulars/documents in the school office* on or before the last date given in the Registration Form. *Office hours – 9:00am to 12:00Noon

The Registration Form will be considered invalid and cancelled if not deposited on or before the last date.