

ADMISSIONS 2025-26

PLEASE READ THE INSTRUCTIONS VERY CAREFULLY BEFORE PROCEEDING TO FILL OUT THE REGISTRATION FORM ONLINE

IMPORTANT INSTRUCTIONS

1. The **Registration Form** should be filled out only by the parents (father or mother).
🔊 *Filling out the Registration Form for a child does not guarantee admission to the class applied for.*
2. The filled-in Registration Form has to be submitted to the school office on or before **the last date mentioned in the registration form between 9:00 am & 12:00 noon.**
🔊 *The registration form will be considered invalid and cancelled if not deposited on or before the last date.*
3. Get **Permanent Education Number(PEN)** and **APAAR ID** from currently studying school and fill in the registration form(its mandatory to fill in the registration form without fail, form will not be accepted in any circumstances).
4. **Date of birth certificate** is compulsory for applicants seeking admission to classes **Nursery, LKG, HKG & First**.
🔊 *The student's name, date of birth and father's & mother's name on the date of birth certificate should not be with handwritten.*
5. A school studying/bonafide certificate is compulsory for classes second & above.
🔊 *A school studying/bonafide certificate should consist of the student's name, date of birth, father's & mother's name and the class in which the student is studying presently.*
6. **The date of birth, once recorded in the school records, will not change at later stage in any case.** The date of birth filled online should be the same as that on the date of birth certificate.
🔊 *The School Management has the right to cancel the registration form if differences are found in the age filled online with that of the birth certificate.*
🔊 *In no case will a student be admitted to a class higher than that for which they are entitled/eligible according to their age. (As per CBSE, a child's age should not be less than 14 years at the time of registration with the Board in class-9).*
7. **The particulars from the birth certificate or school studying/bonafide certificate without any alteration should be filled out in the registration form and admission form after the confirmation of the admission.**
🔊 *The registration or admission stands cancelled if the details are not the same as written on the birth certificate or school studying/bonafide certificate.*
🔊 *The Transfer Certificate (TC) should also contain the exact details mentioned in the date of birth or school studying/bonafide certificate.*
8. **Admissions will only be confirmed based on the child's interaction/interview/test held for subjects – Hindi, English and Mathematics.** Questions will be asked from the syllabus of the class 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
9. The result of the interaction/interview/test will be **declared and made available on the school website (www.stteresasschooljpr.in)** after two working days from the date of the interaction/interview/test conducted.

10. Particulars/documents required along with the Registration Form.

- a) Receipt of the Payment, made online for Rs.1000/-, towards administrative and registration cum admission process.
- b) Two passport-size photo of the child and one-one of parents. (Strictly latest/recent photo)
- c) Get Permanent Education Number(PEN) and APAAR ID from currently studying school and fill in the registration form. (*Mandatory*)
- d) Photocopy of the date of birth certificate of the child. The original should also to bring for verification.
(Compulsory in case of admission in classes Nursery, LKG, HKG & First)
- e) Photocopy of half-yearly mark sheet of the class in which the child studying presently.
(Final mark sheet if applying after March)
- f) School studying/bonafide certificate, in original, from the school where the child is studying presently.
(Compulsory for all classes)
- g) Photocopies of Aadhar Card of the child and parents (both mother & father).
- h) Photocopies of PAN Card of the parents (both mother & father).
(Kindly make sure that the details of PAN Card & Aadhar Card of parents should be match with the student school record).
- i) Photocopy of proof of present residence.
- j) Photocopy of caste certificate, if applicable.

Note:

- **The Management has absolute freedom to select the students for admission in the school's interest.**
- **The registration form will not be accepted in the absence of the 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.
- The interaction/interview/test result will not be shared over the phone.
- **Fees, once paid, will not be refunded under any circumstances.**
- **Answer sheets of the interaction/exam conducted will not be revealed, in any case.**
- **NO DONATION IS TAKEN FOR ADMISSION BY THE INSTITUTION OR ANY 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	<ul style="list-style-type: none">• Create a temporary email account by clicking on Create New User Account. (Read the instructions first before creating.)• Enter the details asked.• Check E-Mail ID → Save → Return
Step ③	<ul style="list-style-type: none">• Enter your Registered E-mail ID & Registered Password (generated at step No.2) and Sign-in.• Select Class to Which Admission Sought and click New Form.• Fill out the registration form. After final submission, take a print of the registration form and return to home/sign-in page to Pay Registration Fee online.
Step ④	<ul style="list-style-type: none">• Click at Pay Registration Fee.• Fill up the details of the student at the ICICI Bank Payment Form and click on Proceed. (Recommended to select UPI while choosing Payment Mode.)• Select the QR Code / VPA option and click on Proceed Now.• Take a print of the transaction details after successful payment.

Deposit the prints of the **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 to deposit the registration form – 9:00 am to 12:00 noon

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