









# 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. **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.*
4. 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.*
5. **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).*
6. **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.*
7. **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
8. The result of the interaction/interview/test will be **declared and made available on the school website ([www.stteresasschooljpr.in](http://www.stteresasschooljpr.in))** after two working days from the date of the interaction/interview/test conducted.

9. **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) Photocopy of the date of birth certificate of the child. The original should also be brought for verification.  
(Compulsory in case of admission in classes Nursery, LKG, HKG & First)
- 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) School studying/bonafide certificate, in original, from the school where the child is studying presently.  
(Compulsory for all classes)
- f) Photocopies of Aadhar Card of the child and parents (both mother & father).
- g) Photocopies of PAN Card of the parents (both mother & father).  
(Kindly make sure that the details of PAN Card & Aadhar Card of parents should match with the student school record).
- h) Photocopy of proof of present residence.
- i) 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**

<b>Step 1</b>	Click to <b>Read Basic &amp; Important Information</b> and take a print of the same.
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Create a temporary email account by clicking on <b>Create New User Account</b>. (Read the instructions first before creating.)</li><li>• Enter the details asked.</li><li>• <b>Check E-Mail ID → Save → Return</b></li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• <b>Enter your Registered E-mail ID &amp; Registered Password</b> (generated at step No.2) and <b>Sign-in</b>.</li><li>• Select <b>Class to Which Admission Sought</b> and click <b>New Form</b>.</li><li>• <b>Fill out the registration form</b>. After <b>final submission</b>, take a <b>print</b> of the registration form and <b>return</b> to home/sign-in page to <b>Pay Registration Fee</b> online.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• Click at <b>Pay Registration Fee</b>.</li><li>• Fill up the details of the student at the ICICI Bank Payment Form and click on <b>Proceed</b>. (Recommended to select <b>UPI</b> while choosing Payment Mode.)</li><li>• Select the <b>QR Code / VPA</b> option and click on <b>Proceed Now</b>.</li><li>• Take a print of the transaction details after successful payment.</li></ul>
Deposit the prints of the <b>Registration Form</b> and <b>Basic &amp; Important Information</b> along with the required particulars/documents in the school office* on or before the last date given in the Registration Form. * <b>Office hours to deposit the registration form – 9:00 am to 12:00 noon</b> <b><i>The Registration Form will be considered invalid and cancelled if not deposited on or before the last date.</i></b>	