

Guidelines for Admission

The child is not eligible for the selected class if the previous class is not cleared.

Filling up the Registration form














- ✚ Please fill the Application form with true details in every respect. The parents must fill out the Registration form themselves.
- ✚ An incomplete registration will automatically be rejected. It is mandatory to fill in all the details. In case a field does not apply to you please mention NA (Not Applicable). The red dot (*) indicates the mandatory field and is required to be filled up.
- ✚ The name of the applicant, father's name/ mother's name, date of birth etc. should be provided correctly as appears on the Student's Birth Certificate.
- ✚ Parent details required to be filled up - father/mother/both. If you are a single parent, select Father or Mother and both if there is shared responsibility. **Legal documents for single parents** are required to be submitted.
- ✚ Fill in the Local Guardian Nomination form if the guardian is different from the parents.
- ✚ Age criteria should be strictly maintained. In any case if the child's age does not match the class he/she is seeking admission, the management holds the right to cancel the registration. (Refer Age Criteria)
- ✚ Parents should apply for the class in which the student is eligible. **The TC and the mark sheet from the previous school (Class 2 onwards) should prove that the child qualifies for the class applied for. Mid-term TC will not qualify the child for the next higher class.**
- ✚ Date for examination/observation/interaction will be intimated during registration. However, these may be changed, without prior notice, by the School Management without citing any cause.
- ✚ No request for changes of dates & time for Admission Test/ Interaction will be entertained.

NOTE:


- ✚ Incomplete or illegible Registration Forms will not be accepted. The Registration Form should be complete in all respects and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.
- ✚ Registration does not imply admission, which is subject to admission tests/observation/interaction and availability of seats.
- ✚ The school management reserves the right to reject any application without providing any reasons whatsoever.
- ✚ Incomplete or illegible Registration Forms will not be accepted. The Registration Form should be complete in all respects and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.
- ✚ Registration will not be carried out if any of the required documents/photographs are missing.
- ✚ In case any applicant fails to meet the eligibility criteria but still applies, then the online application will stand cancelled. No refund of money will be made against the charges paid towards the registration fee.
- ✚ No Application of a rejected candidate will be accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.
- ✚ No duplicate application/registration will be accepted. Once registered and appeared for examination/interaction, a student cannot register again. The school Authority will reject the duplicate application if found.

The parent who has collected the physical form will be required to visit the School Office to submit the forms & documents and will receive the Admit Card with Registration Number, Date & Time of Examination/ interaction from the School Reception.

General Instructions for Online Registration

-  All fields in the application form must be filled in using BLOCK LETTERS. Fields marked with red dot are mandatory. The names of the student and parent must match those on the student's Birth Certificate. For any name correction, please submit a photocopy of the student's passport or an Affidavit.
-  We request you to provide as much information as possible so that the school has complete details about the candidate and their parents before the Examination/Interaction/screening.
-  Begin by entering the applicant's name and then complete the other applicant information, such as date of birth, gender, nationality, etc., as specified in the application form.
-  Age criteria should be strictly maintained. In any case, if the child's age doesn't match the class he/she is seeking admission to, the management holds the right to cancel the registration (Refer to Age Criteria). **Also, the student should be admitted to the next higher class in which he/she is presently studying and the Transfer Certificate shows him/ her to be qualified.**
-  You are required to upload essential documents, including the student's photo and birth certificate, among others. Please ensure that the following documents are submitted as soft copies at the time of application:
 - Child's Birth Certificate issued by the Municipal Corporation / any other competent Authority/ Passport. Do not enclose a Birth certificate issued by the Nursing Home/Hospital. Care must be taken to ensure that the date of birth on the registration form tallies with that on the original Birth certificate.
 - Stamp-size colour photographs of the child.
-  Please specify whether the applicant has a single parent or both parents, and provide the details for each parent, including their name, contact number, qualifications, occupation, and any additional relevant information. If applicable, you only need to fill in the details for one parent. Additionally, please upload the necessary documents, including parents' photos and signatures, as outlined below:
 - Stamp-size colour photographs of both the parents
 - Scanned copies of both parents' signatures on white paper with a blue/ black pen Parents' identification proof would be required at the time of admission
-  If the guardian is not the candidate's mother or father, please provide the guardian's details and submit the Local Guardian Nomination Form later.
-  Include details of any siblings currently studying at the same school. Please provide information about an Emergency Contact Person.
-  Kindly review the application form in the preview stage. If any corrections are needed, you may go back and edit the information.
-  All uploaded images must be in .jpeg or .jpg format and should not exceed 100 KB in size.
-  The documents that need to be uploaded can be in .pdf, .jpeg, or .jpg format, with a size limit of 1 MB.
-  Once the application form has been successfully processed online, it cannot be changed or edited. The examination/observation/interaction date will be intimated within a few days after the online application. However, these may be changed, without prior notice, by the School Management without citing any cause.
-  If your payment has been deducted but you have not received the application form or money receipt, please email us at fees@dpsmegacity.in with all relevant details within 24 hours of the transaction.

Admission Examination & Interaction

-  For admission to Nursery, KG-I, and KG-II there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/coloured pencils to play with. This test judges the mental development, physical ability and basic communication &

comprehension skills. Parents' interaction will be held on the same day as the child and both parents should be present.

- ✚ There will be written tests for students seeking admission for Class - I onwards on the following subjects: English, Mathematics, Vernacular language (Hindi/ Bengali).
For class 9 there will be a written exam on the following subjects: English, Mathematics, Commerce or Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs. for offline examination. The students have to appear in all subjects based on the Class - 8 ICSE Syllabus. For online exams, time constraints will not be applicable.
- ✚ Both copies of the Admit Card are to be brought at the time of the Admission Test / Interaction.
- ✚ The Parent's Card is to be retained by the Parent / Guardian and must be produced to collect the child after the Admission Test / Interaction is over.
- ✚ No request for a change of dates for the Admission Test / Interview/ Interaction will be entertained.

Selection and Admission

- ✚ The result will be communicated to the parents through Email/ SMS.
- ✚ The admission formalities will be intimated only to the parents/guardians of **the selected candidates** along with the fee payment slip through the selection kit. The selection kit will be sent to the registered email ID. The admission fee should be deposited within the due date mentioned in the selection letter and fee slips.

Please visit <http://www.dpsmegacity.in/admissions/> for more information

Kindly feel free to contact us for any information regarding admission by mail:

admission@dpsmegacity.in