ST. MARY'S CONVENT SCHOOL,GANDHUPAL

Guidelines for filling the Application Form

➢ **Online Application will be opened 05/12/2022 Onwards for Class NURSERY.**

➢ **AGE CRITERIA FOR ELIGIBILITY**
Only children born between **1st April, 2019 to 1st April, 2020** will be eligible for admission.

➢ **Application fee Rs. 500/- only (non-refundable).**

➢ **URL for Online Application is smcsg.campuscare.cloud**

➢ 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 from 10th January, 2023 (timing 10:00 am to 01.00 pm) Onwards.**

➢ 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.

➢ 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:-

1. Copy of BIRTH CERTIFICATE (**STATE GOVERNMENT**)
2. Copy of Aadhar Card of the child.
3. Copy of Aadhar Card of parents (Father, Mother & Guardian).
4. Copy of Caste Certificate of Father/Mother : SC/ST/OBC
5. 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

6. Proof of Residence of the parents.
7. Christian parents are requested to submit Baptism Certificate of your child.
8. Ex-SMCS are required to submit a Copy of the Mark Sheet / Pass Certificate of Class X & XII as proof.
9. A printed copy of the complete form along with the supporting documents.