



Sanskriti School

Dr. S. Radhakrishnan Marg
Chanakyapuri, New Delhi -110021

ADMISSION TO OTHER CLASSES FOR THE ACADEMIC YEAR 2023–2024

Please fill the form for the class for which you are seeking admission. Please note that applications for admission to only those classes will be considered where there are vacant seats available. If there is no vacancy in a class, your application will be filed and processed as and when there is a vacant seat available.

Admission Criteria

1. Marks obtained in the previous class.
2. For Admission to Classes IX to XII, marks obtained in the entrance exam conducted by Sanskriti School.
3. Extracurricular and other achievements of the candidate.
4. Proximity of residence to School

Documents to be uploaded with the online form

For Non-Government Category

1. Latest Academic Performance/Assessment report of the class
2. Certificates relating to Extracurricular and other achievements of the candidate.
3. Birth Certificate of the child issued by the Local Municipal Authority.
4. Proof of Sibling (copy of Last Paid Fee bill) in case applicable.
5. Proof of alumni (copy of TC)
6. Address Proof (Domicile Certificate/MTNL Bill / Electricity Bill / Water Bill) (Bill should not be older than three months from the date of filing application for registration).

For Government Category

1. Latest Academic Performance/Assessment report of the class.
2. Certificates relating to Extra-curricular and other achievements of the candidate.
3. Birth Certificate of the child issued by the Local Municipal Authority.
4. Proof of Sibling (copy of Last Paid Fee bill) in case applicable.
5. Proof of alumni (copy of TC)
6. Parents applying under Government Category are also required to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Documents required for physical verification of claims/ declarations after admission is offered

(Please carry originals with self-attested photocopies)

1. Passport size photograph of the child.
2. Photocopy of Birth Certificate of the child issued by the Local Municipal Authority.
3. Photocopy of proof of Identity of Parents and Child - (Passport / Unique Identity Card (Aadhar Card)/ Voter I – card).
4. Parents applying under Non Government are requested to carry photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**).
5. Parents applying under Non Government category to provide Employment proof at the time of verification.
6. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable.
7. Proof of alumni (copy of TC)
8. Parents applying under Government Category are requested to carry (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Please note:

1. That successful submission of application, acknowledgment, entrance test or the invitation for interaction does not guarantee admission.
2. Applications which do not qualify under the applied category will not be considered. Please note that the school reserves the right to reject the claim after inspecting and verifying documents.
3. The School reserves the right to cancel the application at any point of time, in case the school finds that wrong/incorrect/incomplete information has been provided by the applicant.
4. The decision of the School authorities will be final and binding in all respects.
5. Both parents are expected to attend the interaction session along with the child.



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Instructions to fill the online registration form

1. The name of the applicant, father's name/mother's name, date of birth etc. should be spelt/written correctly in the form as it appears in the relevant certificates/documents. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (*) in red. If any field is not applicable for you, please write NA(Not Applicable).
3. Photograph in JPG/JPEG format, not more than 100 KB should be uploaded.
4. Do not upload documents which are password protected.
5. Parents applying under **Non-Government category** are requested to upload the following documents:
 - a. Latest Academic Performance/Assessment report of the class
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
 - d. Proof of alumni (copy of TC)
 - e. Proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**).
6. Parents applying under **Government Category** are requested to upload the following documents:
 - a. Latest Academic Performance/Assessment report of the class
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
 - d. Proof of alumni (copy of TC)
 - e. Proof of residence
 - f. Parents applying under Government Category are also required to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip or certificate of current charge** from the respective Department.
7. An incomplete registration form will automatically be rejected. Please note that in case the **relevant documents are not submitted or registration fee is not paid**, the form will be considered as incomplete (Refer to point 11).
8. Do not submit duplicate forms. Multiple registrations will be rejected.
9. If the applicant is shortlisted for admission, parents will be required to submit documents (mentioned at point 05 and 06 above) as proof of claim. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
10. Please apply under the correct category. Change of Category will not be entertained at the time of admission. **Applications which do not qualify under the applied category will not be considered.**
11. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
 - After completing the form, click on the "Submit" button. This will take you to the payment gateway to make the online payment. If the payment is not made successfully, you may login again using the already registered link with your user ID & password.
12. After completing the payment, click on 'Submit' button at the bottom of the page. The registration form once submitted cannot be modified later.
13. You will receive an auto-generated Acknowledgement Receipt (as pop-up from the site) with a registration number for further correspondence (Please enable pop-up for the site before final submission of the form).
14. As an acknowledgement of final submission, you will receive an SMS with the registration number for further correspondence. **Please note, only the receipt of the registration number confirms successful submission of an application.**
15. Take a print out of the Acknowledgement Receipt. You will be required to quote the registration number for all future correspondence with the School. Please note that you will receive a registration number after paying the registration fee and the application is not complete before that.
16. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
17. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.
18. Kindly check your registered email id after successful completion of registration form for acknowledgment receipt.
19. **Kindly refrain from requesting the school authorities for meeting with the Principal or Admission authorities regarding admissions. The application will be processed as and when there is a vacancy.**

PLEASE NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT SCHOOL HELPDESK TEAM: 01126883335-8 OR WRITE AN E-MAIL ONLY ON admission@sanskritischool.edu.in