

## CLASS 1 ADMISSION 2018-19

### GUIDELINES FOR FILLING ONLINE FORM

#### ADMISSION SCHEDULE

Online Registration	: 27.12.2017 to 17.01.2018
Submission of application with supporting documents	: 18 <sup>th</sup> , 19 <sup>th</sup> & 20 <sup>th</sup> January 2018 (Timing 8.30 a.m. – 11.00 a.m.)
The 1 <sup>st</sup> list of probables	: 15.02.2018 (Thursday at 4.30 p.m.)
The 2 <sup>nd</sup> list (if any)	: 28.02.2018 (Wednesday at 4.30 p.m.)
Closure of admission process	: 31.03.2018 (Saturday)

- **The child should complete 5 years of age by 31.03.2018.**
- **The online registration fee Rs. 25/- + transaction charges**
- **Filling application in the school does not guarantee admission**

#### **Instructions that you must read before you fill in/submit application:**

1. Open the Browser (Google Chrome, Mozilla Firefox, Internet Explorer 8 & above).
2. Type the Url: [www.sfsdelhi.com](http://www.sfsdelhi.com).
3. Click on the Online Registration link.
4. Fill in the details of your child.
5. After completing the form, click on the “**Submit**” button. Then the page would be routed to payment gateway to make the online payment. If the payment is not made successfully, login again through already registered link with your user ID & password.
6. After the successful payment, print the **acknowledgement receipt**, as a proof that your application has been registered. **(Please Turn off the Pop-up blocker, to get the acknowledgement receipt)**
7. The acknowledgement receipt & auto generated SMS provide a **user-ID & password**.
8. Use this user-ID & password to obtain the filled form for your child & current admission status.
9. Take a printout of the duly filled in Registration Form on A4 size paper (both sides) & attach a recent passport size photograph of your child.
10. Attach the relevant supporting documents as required (Without the supporting documents your form will be rejected).
11. Please Submit the application form and supporting documents to the school (St. Francis de Sales Sr. Sec School A4-C, Janakpuri, New Delhi - 58) within the permissible date (No forms sent by post or proxy will be entertained).
12. Only the hard copy of the forms submitted in the school, after filling online registration form will be considered for **Registration process**.
13. Bring the Acknowledgement Receipt along with the Form and get it signed as a proof that your application has been submitted at the School office from 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> January 2018 **between 8:30 a.m. to 11.00 a.m.**
14. To avoid rejection, please do not fill up more than one form for a candidate.
15. The school reserves the right to reject application forms with incomplete or false information.

**Attach the self-attested photocopy of the following documents (Produce the original at the time of admission)**

- a) Birth Certificate of the child issued by Municipal/Panchayat. Hospital certificate will not be accepted.
- b) In the case of Catholics, Baptism certificate and a letter from the respective Parish Priest.
- c) Proof of Residence: -(any one of the following)
  - Voter I-Card (EPIC) Card any of the Parents
  - Passport issued in the name of any of the parents or child
  - Recently paid MTNL Telephone Bill / Electricity Bill / Water Bill in the name of any of the Parents
  - Aadhaar Card / UID card issued in the name of any of the Parents or child.
  - Ration card/Smart Card issued in the name of parents (Mother/Father having name of child)
  - Domicile certificate of child or his/her parents.

**(Rent Deed will not be considered as a proof of residence)**
- d) Pan Card of father and mother
- e) Aadhaar Card of father and mother
- f) Caste certificate, if SC, ST or OBC
- g) In case of Alumni, **Fresh** membership certificate of Sahoday (Ex-Students Association) and pass certificate of either class 10 or 12 (minimum 10 years in the school).
- h) Catholics should get their forms attested by the Parish Priest.