



## DOCUMENTS TO BE SUBMITTED

Documents to be submitted along with the completely filled and signed printouts of the Online 'Application for Admission':

- **Grade 1:** Original Birth Certificate.
- **STUDENT AADHAR CARD** received from the Government of India, self-attested copy of the same. (Aadhaar card enrollment form will not be accepted)
- **Grade 2 onwards:** Original School leaving certificate / Transfer certificate is mandatory before the child joins school (UDISE CODE / CBSE Affiliation No. is compulsory on the certificate) (last date for submission is **31<sup>st</sup> March**)

\*\*In case you have not received the LC then, Bonafide certificate is to be submitted at the time of admission. (Admission will be treated as provisional till the receipt of the original School Leaving Certificate from the previous school)

- A self-attested copy of the **Birth Certificate**.
- **RESIDENCE PROOF:** A self-attested copy of the residence proof. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.

Any **ONE** of the following documents can be produced as proof of residence:

- |                               |  |
|-------------------------------|--|
| a. Passport (Recent)          | d. Unique I.D. (Aadhaar) Card            |
| b. Electricity Bill (Recent)  | e. Registered Sale / Rent Agreement Copy |
| c. Telephone Bill (Land Line) |  |

\*\*Please Note - Ration Card will not be accepted as a proof of residence.

- Photocopies of **AADHAR card and PAN card** of both mother and father of the ward.
- **MARKSHEET:** A self-attested copy of the marksheet of the previous grade from the previous school. (Whichever latest marksheet of the previous grade is available).
- **Medical checkup record form** provided in the printout has to be completely filled, signed and stamped by a registered medical practitioner.
- **COUNSELLING FORM and PARENTAL UNDERTAKING** completely filled & signed by the parent.
- **PHOTOGRAPHS:** 2 passport size latest photographs of the student.
- **STUDENT'S CASTE CERTIFICATE:** Parents from the Reserved Category, who want the caste to be entered in the school register should submit a self-attested copy of the Caste Certificate only in the name of the student issued by the concerned Municipal Authorities. (Caste certificate in the name of the parent will not be accepted.)