

ST. MARY'S SCHOOL MIRZAPUR

GUIDELINES FOR THE ONLINE REGISTRATION

- Download and go through the instructions carefully before filling up the form
- Registration will start on 12th-December-2022.
- All the fields marked * on registration form are compulsory.

1. Age Eligibility:

- Nursery / Play school classes : 3 years as on 1st April, 2023.
- LKG – 4 years as on 1st April, 2023.
- UKG – 5 years as 1st April, 2023.
- Class I -6 years as on 1st April, 2023.

For other classes the age will be calculated accordingly. Once registration is done, the Date of Birth cannot be modified.

2. Registration forms will be available **only for those classes where seats are vacant.**
3. An incomplete registration form will **automatically be rejected.**
4. After filling the registration form, click on **SUBMIT** to upload the form and you will be redirected to the payment gateway. Registration process will be completed only after the payment is done successfully. **(The registration fee is not refundable).** Click on PRINT FORM to take the print (ONLY COLOR PRINT) of filled up registration form.
5. The duly filled form is to be submitted in the school as per specified schedule along with two passport size photos of the student and attested photo copy of the required documents.
6. For any type of assistance regarding registration, you can call helpline number- 6306173345 or 05442-220022 from 9:00 am to 12:30 pm (except on Sundays)
7. After registration, Further communication will be done through SMS.

Documents to be uploaded during online registration / to be submitted to the school:

1. Attested photocopy of Date of birth certificate of the student issued by Nagar Nigam.
2. Attested photocopy of Aadhar Card of the student (for all students)
3. Two recent passport size photographs of the child.
4. An affidavit in English, stating the Date of Birth of the student (**LKG, UKG, I**).
5. Copy of the mark sheet of the previous class annual examinations (Classes **II-VIII**).
6. Supporting documents for the single parent (if applicable)
7. Proof of Sibling (Only real brother or sister studying in this school): Attach a Photo copy of student fee booklet of the sibling issued by the school office.
8. One passport size photo of father and mother.
9. In case of a Guardian please enclose all the following documents:
 - a) Authority letter by the parent (s) or an affidavit.
 - b) Your recent photograph.
 - c) Proof of residential address.

NOTE:-

- **Registration does not guarantee admission.**
- **Registration fee will not be refunded.**
- **Please check on “I have read the above guidelines” & then click on “Proceed” at the bottom right corner of this page.**
- **Registration Fee for Nursery / Play school to VIII is ₹ 800.**
- **Dates of interaction (Nursery , LKG) / entrance examination (UKG -VIII) will be informed to you when you submit the form.**

Principal