St.Anselm'sNorthCitySchool
Jhotwara,Jaipur

Dated- 10-02-2023

Dear Parents,

This is to inform you that the Registration for Admission to Classes LKG/HKG/I-IX is opened. The Registration Form should be filled only by the parents. **Filling the Registration Form or Registration of a child does not guarantee admission in the class applied for**. The Filled-in Registration Form has to be submitted in the school office on or before the Date mentioned in the Registration Form Between 9:00 A.M TO 12:00 NOON. **The Seats availability will be as per the vacancy in a Particular Class.**

Admission will be decided and confirmed based on the Written Test of the child, Class – II TO V (SUBJECT OF TEST IS ENGLISH & MATH) & for Class- VI TO IX(SUBJECT OF TEST IS ENGLISH MATH & SCIENCE) the schedule and other details will be informed to the parents once the filled registration form is submitted in the office. **The Result of the Test will be declared and made available on the school website (www.northcityanselm-jpr.ac.in).**

Deposit the Prints of the Registration Form along with the required particulars/documents in the school office on or before the last date given in the Registration Form *Office HOURS TO DEPOSIST THE REGISTRATION FORM BETWEEN 9: OO AM TO 12: OO Noon

The Registration Form will be considered invalid and cancelled if not deposited on or before the last date

Age Criteria for the below mentioned Classes (MOST IMPORTANT) AS PER THE NEW EDUCATION POLICY

Registration Charges and Admission Fees LKG/HKG/I-IX

Registration Form Fees	2000/-Rs
Admission Fees (one time at the time of Admission)	25,000/- Rs
Other Fees (Quarterly Installment will be notified once the Student is Selected)	
Please Note ONCE THE ADMISSION IS CONFIRMED THE PARESNTS HAVE TO DEPOSIST ADMISSION FEES + 1st Quarter to confirm the seat	

Particulars/documents required (compulsorily) along with the Registration Form.

A) Receipt of Registration Form Fees paid (2000/- Rs).

B) Photocopy of Birth Certificate of the Child. Original to be brought for verification

C) Photocopy of Half-Yearly Mark-Sheet of the Class in which the child is studying presently.(Final Mark-sheet in the Month of April)

D) Transfer Certificate in original once the admission is confirmed(if the T.C is from other than CBSE Board it has to be attested by the DEO)

E) Original School Study Certificate from the School where the child is studying presently.

F) Photocopies of Aadhaar Card of the Child and Parents(both mother & Father)

G) Photocopies of Mark-sheets of Father's and Mother's highest Qualification.

H) Photocopy of Annual income of both parents

I) One Passport Size photo of Child and One post card size photo of Family.

IMPORTANT NOTE:-

➤ The Management has absolute freedom in the selection of students for admission in the interest of the school.

➤ **The Registration form will not be accepted in case of incomplete documents.**

➤ **The Registration Form Fees ,Admission Fees & Quarterly Fees once paid will not be refunded in any case.**

➤ The **Date of Birth once recorded in the school records will not be changed in any case at later stage**. The Date of Birth filled online should be the same as that in Date of Birth Certificate.

➤ The **Name of the Candidate, Date of Birth, Father's Name, and Mother's Name should be consistent with the documents submitted by the parents.**

➤ Admission will not be confirmed in the absence of **Transfer Certificate & Mark-shee**t from the school where the child is presently studying. Admission will be cancelled if the same is not deposited latest by **10th April of the year of Admission**.

➤ **After Filling the Registration form (online) the printout of the Registration form has to be submitted in the school office on the date mentioned in the Registration form along with documents mentioned.**

Selection Criteria for Admission

- **Selection Criteria for Admission in Class- LKG & HKG is through Interaction with the child.**

- **Selection Criteria for Admission in Class I to IX will be through entrance Test. The admission will be granted strictly on the basis of Merit in the Entrance Test. The principal will not be available for discussion on rejected cases, as there will be no reconsideration whatsoever**

- **Subjects for Entrance Test for Class I to V will be of English and Math's & for Classes VI to VIII will be of English, Math, Science and for Class IX & XI (English, Math, Science)**

- **Duration of Test will be of 1 Hr for each subject**

- **Test Requirement - Bring your pen, pencil, eraser, ruler and other stationery (Geometry Box for Class-IX & XI). Bring your Registration Slip (Admit Card)**

- **A separate syllabus of the exam/test will not be provided. Questions will be asked from the syllabus of the class the student is studying presently.**

- **Date of Entrance will be intimated through SMS**

Online Application (How to Proceed)

1. Open the School Website (www.northcityanselm-jpr.ac.in)

2. Click on the link **Online Admission 2023-2024**

3. Read **ADMISSION INFORMATION(Before Filling the Form)**

4. Create a New user account on the LHS by clicking on the link-(Create New User Account Here)

5. In **"NEW USER ACCOUNT CREATION"**

6. Enter valid **Mobile No with a Password** (Remember the **Mobile No** and Password it will be used for further use.

7. Enter Name of the Applicant

8. Enter Mobile No

9. Click the **SAVE BUTTON** to complete the **NEW USER REGISTRATION**

10. Then **CLICK RETURN TAB** to return on **the ONLINE REGISTRATION PAGE**

11. Fill the Registration Form by entering the E-Mail and Password and Click on (Sign in)

12. Select Class**(LKG/HKG/I-IX)**

13. Click **(NEW) Form**

14. Enter Details Carefully.

15. Upload a Passport Size Photo of the applicant.Digital, Max file size 256kb,jpg format only.

16. Upload a Date of Birth Certificate of the Applicant.Digital, Max.file size 1024kb,jpg format only.

17. At the bottom of **the Form Select Agree to display the (Submit) Button**.

18. Next Click the(Pay REGISTRATION Fee Online) button and make the payment onlne through UPI/Debit Card/*Credit Card/*RTGS/NEFT/*NET Banking(*Charges applicable) Print Acknowledgement Receipt(this may not generate if Firewall/Antivirus is on)

19. On the Main Application Page, the checklist on the **RHS** would be all set **to YES**

20. Return to the form and take **the FINAL PRINTED OF THE REGISTRATION FORM IN**

LEGAL PAPER SIZE

21. Deposit the **FINAL PRINTED FORM(LEGAL PAPER SIZE)on the Date mentioned in**

the Registration Form (Bottom of the Page)