



LORETO CONVENT, DARJEELING

ONLINE ADMISSION FOR SESSION 2026-27

Application forms will be available from School Website

www.loretodarjeeling.org

Extended till 6th September 2025

Class Pre-Nursery

Date: 25th August 2025 to 6th September 2025.

Submission: 1st and 2nd September 2025

Age: The child should be 3 years old or 3+ by March 2026

Class Nursery

Date: 25th August 2025 to 6th September 2025.

Submission: 3rd and 4th September 2025.

Age: The child should be 4 years old or 4+ by March 2026

Class KG

Date: 25th August 2025 to 6th September 2025.

Submission: 6th and 7th September 2025.

Age: The child should be 5 years old or 5+ by March 2026.

Note: Application Forms needs to be submitted along with the required documents in the drop box which will be kept at the gates.{Main Gate &North Gate (Gate-2)}.



Shmita
30/08/2025

ONLINE ADMISSION 2026-2027GENERAL INFORMATION

1. Please read the 'General Information' carefully before filling in the Application.
2. All entries should be made in English and in BLOCK LETTERS.
3. Cost of the application form is Rs.500/- to be paid online and hard copy of the Receipt to be attached to the form.

The list of documents to be submitted in hard copy along with the Application form for Admission is given below:-

Child's Documents

1. Proof of Age: Municipal Corporation/Panchayat Birth Certificate, Hospital Discharge and Polio Card.
2. Aadhar Card.
3. For Catholic Students-Municipal corporation/Panchayat Birth Certificate, Hospital Discharge, Polio Card, Baptism Certificate and a letter from the Parish Priest.

Parents Documents

1. Photocopy of Aadhar Card of both Parents(both Mother and Father)
2. Photocopy of Preferred Proof of Address-Current Electricity Bill/Vote Card.
3. Photocopy of Proof of Occupation.
4. Photocopy of payment receipt of Rs.500/-

Kindly submit a hardcopy of the Application form for Admission, along with copies of the attachments in the drop box at **Loreto Convent Darjeeling Main Gate**

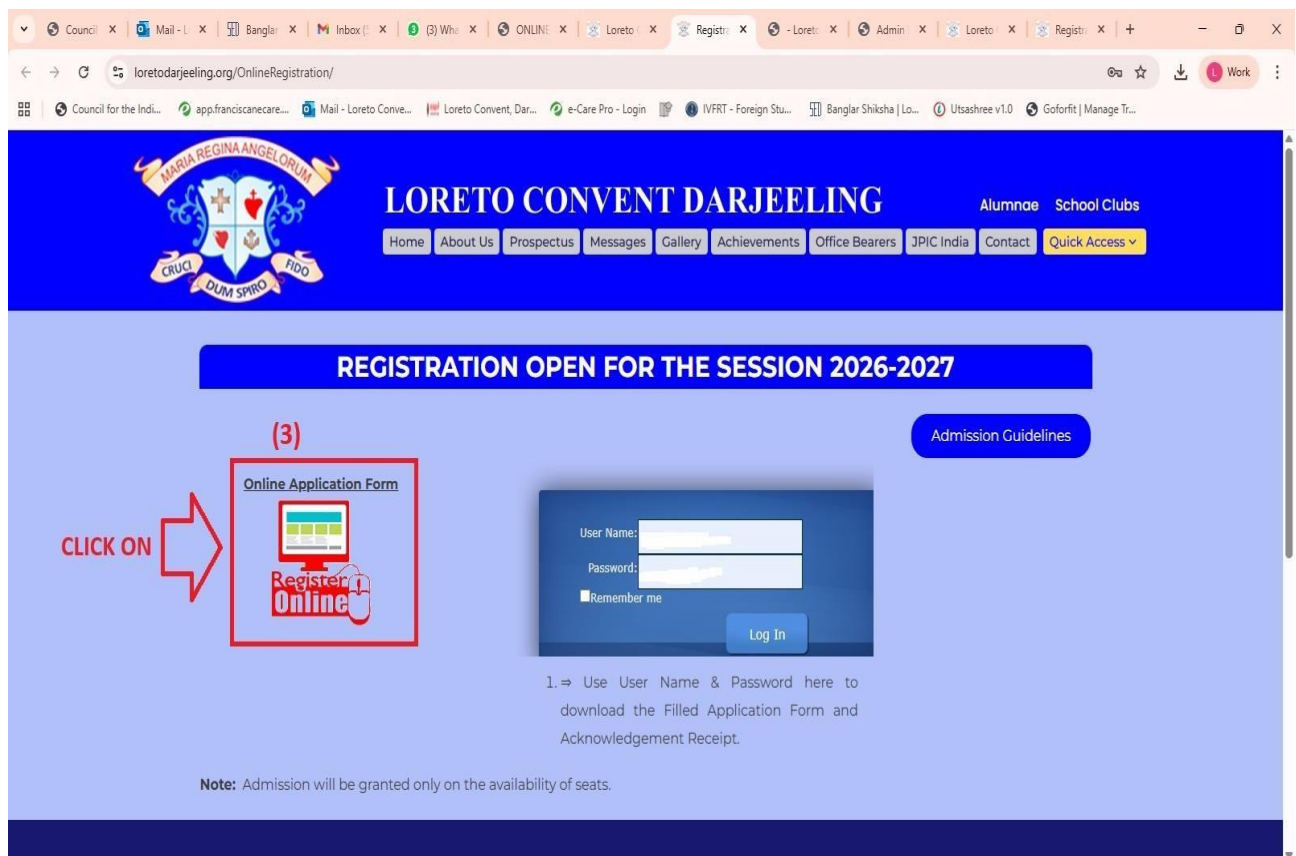
Please Note: The Application for Admission Form will stand cancelled in the following cases:-

- a. Incorrect information
- b. Recommendation letter
- c. Incomplete documents
- d. Our Admission Procedure is fair and transparent and the school Management takes a stern view of any attempt to secure admission with the help of the outside agency; those found using such measures stand to have their ward's admission cancelled.

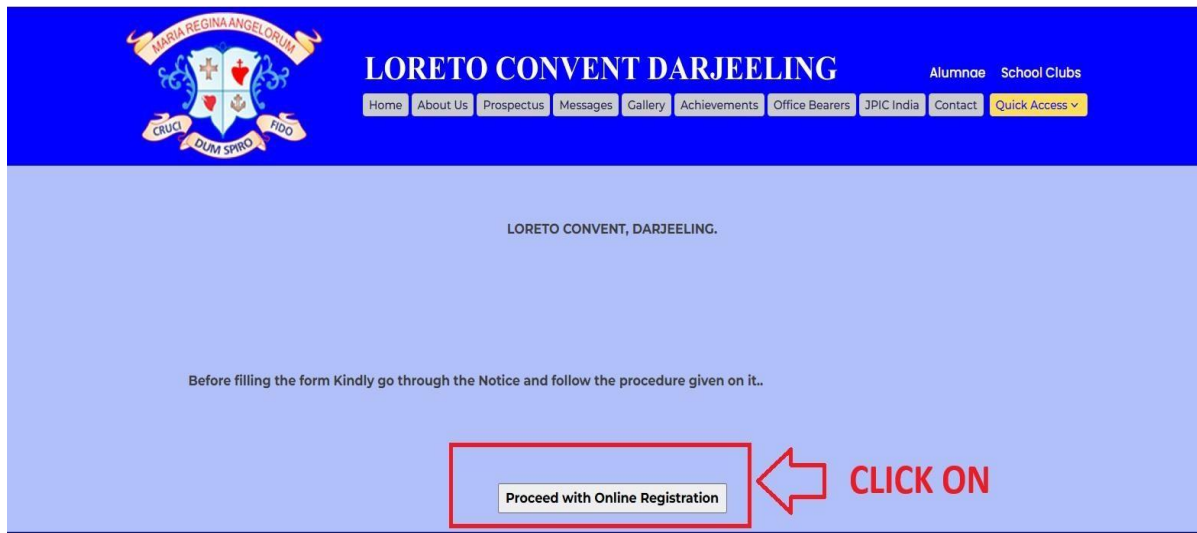
Once the ward is selected, confirmation is done through phone call. Please do not make any enquiry before that.



1. Visit our school website ***loretodarjeeling.org***
2. Choose the tab Pre-Nursery, Nursery or KG.



3. Click on: **Registration Online**



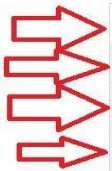
4. Click on : Proceed with Online Registration

The screenshot displays the 'STUDENT REGISTRATION FORM FOR CLASS-PRE-NURSERY'. The header is blue with the school's logo and name. Below the header is a navigation bar with buttons for 'Home', 'About Us', 'Prospectus', 'Messages', 'Gallery', 'Achievements', 'Office Bearers', 'JPIC India', 'Contact', and 'Quick Access'. The main content area has a light blue background. It features a blue banner with the text 'STUDENT REGISTRATION FORM FOR CLASS-PRE-NURSERY' and 'FILL THE FORM CAREFULLY' in red. A red arrow points to the 'FILL THE FORM CAREFULLY' text. Below the banner, a red warning message states: 'Note: If any of the particulars given below are found incorrect or incomplete the Application for admission will be rejected.' The form itself is white and contains the following fields: 'Candidate's Name*' (with sub-fields for First Name, Middle Name, and Last Name), 'Date of Birth*' (with sub-fields for Year, Month, and Day), 'Birth Certificate No.' (with sub-fields for Date and Place), 'Mother Tongue*', 'Category*' (with a dropdown menu), 'Religion*' (with a dropdown menu), 'Nationality*', 'Gender*' (with a dropdown menu), 'Residential Address [Local]*' (with sub-fields for H.No., Locality, City, and State), and 'Pin Code*'. A red arrow points to the 'FILL THE FORM CAREFULLY' text.

5. Fill in the form completely.

6. Submit the form.

**CHOOSE
ANY
PAYMENT
MODE**



7. Choose your preferred payment mode.

8. After completing your payment, you will receive a User ID and Password. Use these credentials to log in again and:
 - a. Retrieve your filled form.
 - b. Download your receipt.



Click on Application Details for Filled Admission Form and Receipt aswell

WELCOME TO PARENT PANEL

Instructions For Applicants

1. Your Filled Application Form and Acknowledgement Receipt will be available for print and download after the payment settlement within **48 hours** of filling the form.
2. You will be informed about the payment settlement via SMS from school.

Final Step

After downloading your application form and receipt, kindly:

- 1. Print both the documents.**
- 2. Submit them along with the other required documents (as mentioned in the Admission Notice).**
- 3. Ensure timely submission on the specified date and at the designated place.**