

# **ONLINE ADMISSION MARCH 2022**

**Application forms for admission to LOWER KINDERGARTEN for March 2022 will be available from School website [www.loretoadarjeeling.org](http://www.loretoadarjeeling.org) on 2<sup>nd</sup> August to 7<sup>th</sup> August 2021 from 8 am to 5pm.**

**Eligible age - 4+ by March 2022**

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**Application forms for admission to KINDERGARTEN for March 2022 will be available from School website [www.loretoadarjeeling.org](http://www.loretoadarjeeling.org) on 9<sup>th</sup> August to 11<sup>th</sup> August 2021 from 8 am to 5 pm.**

**Eligible age – 5+ by March 2022**

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# **ADMISSION MARCH 2022**

Application forms for admission to CLASS III for March 2022 will be available from the School website [www.loretoadarjeeling.org](http://www.loretoadarjeeling.org) on 13<sup>th</sup> August to 17<sup>th</sup> August 2021 from 8 am to 5pm.

There are no vacancies in other classes for the academic session 2022.

*A. Anitha*

**Sr. A. Anitha**

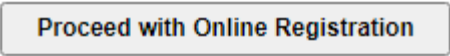
**Principal**

## PROCEDURE FOR OBTAINING AN APPLICATION FORM

1. Login to School Website [www.loretodarjeeling.org](http://www.loretodarjeeling.org)
2. Click on (LKG, KG and III Online Admission) Blinking tab.
3. Click on:

Online Application Form

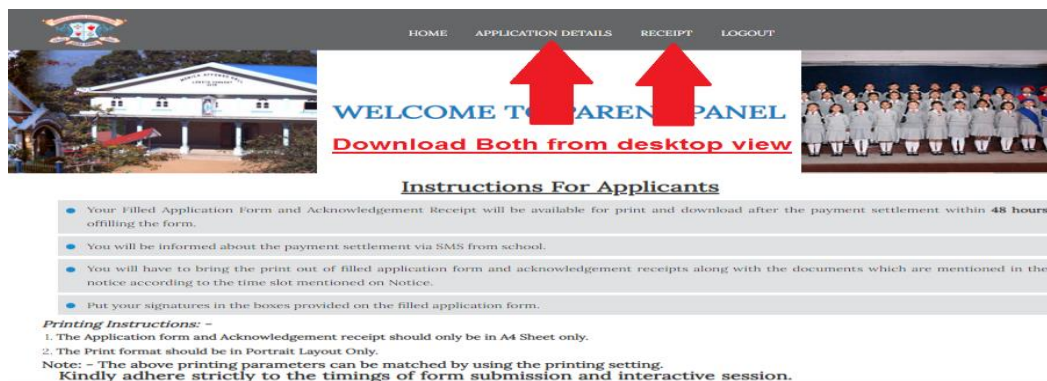


4. Kindly Read the Notice and Agree the Terms and conditions that follows
5. Click on  Proceed with Online Registration
6. Fill the Registration Form carefully.
7. No changes in the details afterwards shall be entertained.
8. Click on the Submit Button.
9. You will be redirected to the online payment page (Do not Click refresh /back button)
10. Select the payment option (Credit Card,Debit Card, Net Banking, Wallet /Cash Card )
11. \*\*\*After this you will get your username and password on your e-mail id which you have to mention while submitting form.\*\*\*

12. With this username and password, you can get your transaction slip, your copy of filled Application Form and acknowledgement slip (Subject to the immediate Clearance of your Payment within two days).

13 . Kindly refer to your acknowledgement receipt for submission.

**Please View it from desktop view.**



Take the print out of the Filled Application form and Acknowledgement slip. Past the recent passport size photographs. Put the Signature in the signature boxes provided in the form after taking the printouts of duly filled form.

**NOTE: YOU WILL HAVE TO PRINT YOUR ACKNOWLEDGEMENT SLIP, APPLICATION FORM AND SUBMIT WITH MENTIONED DOCUMENT (which has been mentioned below) TO THE SCHOOL OFFICE ON MENTIONED DATE BELOW.**



1. **APPLICATION FORM - Rs. 500/-**
2. **NO RECOMMENDATION LETTERS WILL BE ACCEPTED**
3. **THE FOLLOWING DOCUMENTS ARE REQUIRED .**
  - ✓ **Copy of Municipal Corporation Birth Certificate, Hospital Discharge / Polio Card) (original and Copy)**
  - ✓ **Copy of Baptism Certificate in case of Catholic Students**
  - ✓ **Proof of Residence e.g. Ration Card, Telephone Bill, Electric Bill etc.**
  - ✓ **Proof of Occupations**
  - ✓ **Photocopy of Caste Certificate (only for SC/ ST/ OBC)**
  - ✓ **Copy of Aadhar Card**
  - ✓ **Two passport size photographs**
  - ✓ **A self addressed stamped envelope**
  - ✓ **Photo identity of parents**

**LKG – The filled form has to be submitted at school office on 9<sup>th</sup> August 2021 from 9am to 12 noon.**

**UKG - The filled form has to be submitted at school office on 12<sup>th</sup> August 2021 from 9am to 12 noon.**

**Class III - The filled form has to be submitted at school office on 18<sup>th</sup> August 2021 from 9am to 12 noon.**

**The Provisionally selected students will be informed by the school office between 27<sup>th</sup> August to 28<sup>th</sup> August 2021. For LKG & UKG 30<sup>th</sup> to 31<sup>st</sup> August 2021 .**

**For class III the test will be fixed after further deliberation of the Covid 19 situation.**

**The seat will be confirmed only after the interview for LKG & UKG  
(Please note that it is important to give the correct date of birth.)**

**This cannot be changed once it is entered in our Admission Register**

  
**Sr. Anitha**

**Principal**