

Admission Information

Admission open for session 2024-2025

Online Admission Partner

Entab Campus Care



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Guidelines and procedure for Entrance Examination / Interaction.
Kindly read all instructions before you apply for admission.

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+ General Instructions for Offline Registration

- + The registration form is to be filled in BLOCK LETTERS and submitted in person, to the School Office (between 10 am – 3 pm) / City Office (between 10 am – 3 pm) within 3 days from the date of issue of the form. The parent/guardian is requested to bring the Original Money Receipt (issued at the time of purchase of Prospectus) at the time of submission of Registration Form.
- + It is mandatory for the parents to fill-up the Registration form themselves. An incomplete registration will automatically be rejected.
- + The name of the applicant, father's name/ mother's name, date of birth etc. should be provided correctly as appears in the Student's Birth Certificate.
- + It is mandatory to fill all the details. In case a field is not applicable to you please mention NA (Not Applicable)
- + Parent details required to be filled up - father/mother/both. If you are a single parent, select father or mother and the both if there is shared responsibility. **Legal document for single parent required to be submitted.**
- + Fill in the Local Guardian Nomination form if guardian is different from parents.
- + Age criteria should be strictly maintained. In any case if the child's age does not match with the class he/she is seeking admission, the management holds the right to cancel the registration. (Refer Age Criteria)
- + Parents should apply for the class in which the student is eligible for. **The TC and the mark sheet from the previous school (Class 2 onwards) should prove that the child qualifies for the class applied for. Mid Term TC will not qualify the child for next higher class.**
- + Date for examination / observation / interaction will be intimated during registration. However, these may be changed, without prior notice, by the School Management without citing any cause.
- + No request for changes of dates & time for Admission Test / Interaction will be entertained.
- + At the time of registration, duly filled up and signed registration form for students is to be submitted at City Office / School Office along with the following documents photocopy:
 - Attach one photocopy of the child's Birth Certificate issued by Municipal Corporation / any other competent Authority / Passport self-attested. Do not enclose Birth Certificate issued by Nursing Home/Hospital. Care must be taken to ensure that the date of birth on the Registration form tallies with that on the original Birth Certificate.

- Paste three latest identical stamp size colour photographs of the Child on Registration Form, Medical form, Student Admit Card & Parent Card respectively. Also paste stamp size colour photographs of each Parent on Registration Form.
- Medical form (original) duly filled up, to be submitted at the time of registration. Photocopy of vaccination card to be attached.
- Get Doctor's certificate (form) duly filled by Doctor.
- Photocopy of the Mark Sheet / Report Card of the last annual examination appeared in the previous school, class IX and pre-board mark sheet for students seeking admission in class XI.
- Photocopy of Aadhar card (parent's & child).
- Photocopy of passport for foreigners.

NOTE :

- + Registration does not imply admission, which is subject to admission tests/observation/interaction and availability of seats.
- + The school management reserves the right to reject any application without providing any reasons whatsoever.
- + Incomplete or illegible Registration Forms will not be accepted. The Registration Form should be complete in all respect and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.
- + Registration will not be carried out if any of the required documents/ photographs are missing.
- + In case any applicant fails to meet the eligibility criteria but still applies, then the online application will stand cancelled. No refund of money will be made against the charges paid towards the registration fee.
- + No Application of a rejected candidate will be accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.
- + No duplicate application/registration will be accepted. Once registered and appeared for examination / interaction, a student cannot register again. The duplicate application if found will be rejected by the School Authority.

The parent who have collected the physical form will require to visit the School Office to submit the forms & documents, and will receive the Admit Card with Registration Number, Date & Time of Examination/Interaction from the School Reception.

+ **General Instructions for Online Registration**

- + Please fill the Admission E-application form with true details in every respect.
- + The red dot indicates mandatory field and required to be filled up. It is mandatory to fill all the field marked (*). In red. In case a field is not applicable to you please mention NA (Not Applicable)
- + The maximum size of document should be less than 1 MB.
- + The scanned document needs to be uploaded by clicking on the choose file icon- then selecting the file that has the data and finally uploading it.
- + Parent details required to be filled up - father/mother/both. If you are a single parent, select father or mother and the both if there is shared responsibility. **Legal document for single parent required to be submitted.**
- + Fill in the Guardian details if guardian is different from parents.
- + Fill in the transport details if your child wants to avail transport facility.
- + After filling up and submission of the form, a payment of Rs. 1500 plus conveyance fee (GST applicable) has to be paid online. **Registration fee paid is not refundable.**
- + Download and Print the Filled up Registration Form, Medical Form & Doctor's Certificate, Local Guardian Nomination Form (if required), Filled up Subject Selection Form (Class IX & Class XI), Syllabus and the Student

and Parent Admit Cards. The duly signed forms and other documents are required to be submitted at the time of document submission at school office after selection and admission fees payment.

- + The name of the applicant, father's name/ mother's name, date of birth etc. should be provided correctly as appears in the Birth Certificate.
- + It is mandatory for the parents to fill-up the Registration form themselves. An incomplete registration will automatically be rejected.
- + Age criteria should be strictly maintained. In any case if the child's age does not match with the class he/she is seeking admission, the management holds the right to cancel the registration. (Refer Age Criteria)
- + Parents should apply for the class in which the student is eligible for. **The TC and the mark sheet from the previous school (Class 2 onwards) should prove that the child qualifies for the class applied for. Mid Term TC will not qualify the child for next higher class.**
- + The following documents are required to be uploaded at the time of online registration:
 - Attach scanned copy of the child's Birth Certificate issued by Municipal Corporation / any other competent Authority / Passport self-attested. Do not enclose Birth Certificate issued by Nursing Home/Hospital. Care must be taken to ensure that the date of birth on the Registration form tallies with that on the original Birth Certificate.
 - upload latest identical stamp size colour photographs of the Child, and each parent separately.
 - **Upload Legal document for single parent (if single parent option is selected)**
- + After completing the form, click on "Submit" button. You will proceed for online payment and after successful online payment you will be able to download the Prospectus and General Instructions, filled-up Registration Form, Medical Form & Doctor's Certificate, Local Guardian Nomination Form (if required), Filled up Subject Selection Form (Class IX & Class XI), Syllabus and the Admit Card.
- + The registration details like Registration Number, Admission Exam/Interaction Date and Time will be assigned and intimated through Email after submission of the online form and payment done within few days of registration. Parents are requested to download and print the Admit card and is required to produce on the day of the entrance examination.
- + You will also receive your USER ID and PASSWORD through an SMS on your registered mobile number..
- + The USER ID & PASSWORD should be preserved by the parent to check the online registration status of the applicant and to download the forms/ documents mentioned earlier.
- + No request for changes of dates & time for Admission Test / Interaction will be entertained.
- + You are required to take a print of the duly filled Registration Form and Subject Selection Form (Class IX & Class XI) as well as the registration fee payment Acknowledgement Receipt.
- + Download and print the Doctor's certificate (form) & the Medical form. Get the Doctor's Certificate duly filled by Doctor to be submitted at the school reception on the day of the entrance examination
- + Medical form (original) duly filled up, to be submitted at the school reception on the day of the entrance examination. Photocopy of vaccination card to be attached.

NOTE

- + Registration does not imply admission, which is subject to Admission Exam / Observation / Interaction and availability of seats.
- + The school management reserves the right to reject any application without providing any reasons whatsoever.
- + Incomplete or illegible Registration Forms will not be accepted. The Registration Form should be complete in all respect and the information provided should be true. In case of discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.
- + Registration will not be carried out if any of the above documents/ photographs are missing.
- + In case any applicant fails to meet the eligibility criteria but still applies, then the online application will stand cancelled. No refund of money will be made against the charges paid for the E-Application.
- + No Application of a rejected/not selected candidate will be accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.

- ⊕ No duplicate application/registration will be accepted. Once registered and appeared for examination / interaction, a student cannot register again. The duplicate application if found will be rejected by the School Authority.
- ⊕ The following documents are required to be submitted at the School reception at the time of admission along with the Undertaking and admission fee payment receipt.
 - Printout of the registration form duly signed by both parents.
 - Doctor's certificate (form) duly filled by Doctor
 - Photocopy of the Mark Sheet / Report Card of the last annual examination appeared in the previous school, class IX and pre-board marksheet for students seeking admission in class XI.
 - Photocopy of Aadhar card (parent's & child)
 - Photocopy of passport for foreigners.

Registration can be done online from Campuscare or Admissiiontree. Forms are available offline form the School Campus and City Office.

School Campus & City Office

School Campus : (Timing 10:00 am to 3:00 pm)	City Office : (Timing 10:00 am to 3:00 pm)
Delhi Public School Megacity, Kolkata. Kalikapur, Rajarhat, 24 Parganas (North), Kolkata - 700135. Phone: +919073985529, +919073985530, +919073985531, +919836067424 Email : admissions@dpsmegacity.in	Delhi Public School Megacity, Kolkata. BK-118, Sector - II, Near 8 No. Island, Salt Lake, Kolkata - 700091. Phone : +919073382673 / +919073382674. Email : enquiry@dpsmegacity.in

Kindly feel free to contact us for any information regarding admission for admission to session 2024-25 by mail : admissions@dpsmegacity.in