


# Guidelines for Admission


## Online Admission Partner

Entab Campus Care



Apply Now

ABP Admission Tree



Apply Now

The child is not eligible for the selected class if the previous class is not cleared.

## Filling up the Registration form

- ✚ Please fill the Application form with true details in every respect. The parents must fill out the Registration form themselves.
- ✚ An incomplete registration will automatically be rejected. It is mandatory to fill in all the details. In case a field does not apply to you please mention NA (Not Applicable). The red dot (\*) indicates the mandatory field and is required to be filled up.
- ✚ The name of the applicant, father's name/ mother's name, date of birth etc. should be provided correctly as appears on the Student's Birth Certificate.
- ✚ Parent details required to be filled up - father/mother/both. If you are a single parent, select Father or Mother and both if there is shared responsibility. **Legal documents for single parents** are required to be submitted.
- ✚ Fill in the Local Guardian Nomination form if the guardian is different from the parents.
- ✚ Age criteria should be strictly maintained. In any case if the child's age does not match 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. **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 the 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.

## NOTE:

- ✚ Incomplete or illegible Registration Forms will not be accepted. The Registration Form should be complete in all respects 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 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 respects 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 school Authority will reject the duplicate application if found.

**The parent who has collected the physical form will be required 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**

- ✚ All fields in the application form must be filled in using BLOCK LETTERS. Fields marked with red dot are mandatory. The names of the student and parent must match those on the student's Birth Certificate. For any name correction, please submit a photocopy of the student's passport or an Affidavit.
- ✚ We request you to provide as much information as possible so that the school has complete details about the candidate and their parents before the Examination/Interaction/screening.
- ✚ Begin by entering the applicant's name and then complete the other applicant information, such as date of birth, gender, nationality, etc., as specified in the application form.
- ✚ Age criteria should be strictly maintained. In any case, if the child's age doesn't match the class he/she is seeking admission to, the management holds the right to cancel the registration (Refer to Age Criteria). **Also, the student should be admitted to the next higher class in which he/she is presently studying and the Transfer Certificate shows him/ her to be qualified.**
- ✚ You are required to upload essential documents, including the student's photo and birth certificate, among others. Please ensure that the following documents are submitted as soft copies at the time of application:
  - Child's Birth Certificate issued by the Municipal Corporation / any other competent Authority/ Passport. Do not enclose a Birth certificate issued by the 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.
  - Stamp-size colour photographs of the child.
- ✚ Please specify whether the applicant has a single parent or both parents, and provide the details for each parent, including their name, contact number, qualifications, occupation, and any additional relevant information. If applicable, you only need to fill in the details for one parent. Additionally, please upload the necessary documents, including parents' photos and signatures, as outlined below:
  - Stamp-size colour photographs of both the parents
  - Scanned copies of both parents' signatures on white paper with a blue/ black pen Parents' identification proof would be required at the time of admission
- ✚ If the guardian is not the candidate's mother or father, please provide the guardian's details and submit the Local Guardian Nomination Form later.

- ✚ Include details of any siblings currently studying at the same school. Please provide information about an Emergency Contact Person.
- ✚ Kindly review the application form in the preview stage. If any corrections are needed, you may go back and edit the information.
- ✚ All uploaded images must be in .jpeg or .jpg format and should not exceed 100 KB in size.
- ✚ The documents that need to be uploaded can be in .pdf, .jpeg, or .jpg format, with a size limit of 1 MB.
- ✚ Once the application form has been successfully processed online, it cannot be changed or edited. The examination/observation/interaction date will be intimated within a few days after the online application. However, these may be changed, without prior notice, by the School Management without citing any cause.
- ✚ If your payment has been deducted but you have not received the application form or money receipt, please email us at [fees@dpsmegacity.in](mailto:fees@dpsmegacity.in) with all relevant details within 24 hours of the transaction.

### 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 – 4 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 does not apply 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 Medical Certificate (form) duly filled by Doctor, if any allergies, medical conditions or health issues need to be disclosed.
- ✚ 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.

- ✚ Parent's Identity proof :Photocopy of Aadhar card/ PAN card / Passport.
- ✚ Photocopy of the Aadhar Card of the student (if available).
- ✚ Passport and Visa form along with the Photocopy of Passport & Visa for foreigners, Student having Nationality other than Indian.
- ✚ Local Guardian Nomination Form for Students whose parents reside outstation of staying abroad,

## Admission Examination & Interaction

### Entrance Examination / Interaction [Offline]

- ✚ For admission to Nursery, KG-I, and KG-II there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/coloured pencils to play with. This test judges the mental development, physical ability and basic communication & comprehension skills. Parents' interaction will be held on the same day as the child and both parents should be present.
- ✚ There will be written tests for students seeking admission for Class - I onwards on the following subjects: English, Mathematics, Vernacular language (Hindi/ Bengali). For class IX there will be a written exam on the following subjects: English, Mathematics, Commerce & Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs. for offline examination. The students have to appear in all subjects based on the Class - 8 ICSE Syllabus. For class XI there will be a written exam on the following subjects: English, Maths, Commerce or Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs.
- ✚ Both copies of the Admit Card are to be brought at the time of the Admission Test / Interaction. The Parent's Card is to be retained by the Parent / Guardian and must be produced to collect the child after the Admission Test / Interaction is over.
- ✚ No request for a change of dates for the Admission Test / Interview/ Interaction will be entertained.

### Entrance Examination / Interaction [Online]

- ✚ Online entrance examinations for students living abroad may be arranged upon request from parents, subject to approval by the school management. The examination or interaction will take place on a scheduled date at a mutually convenient time via Zoom or Google Meet, with the link provided through WhatsApp before the exam or interaction date.

## Selection and Admission

- ✚ The Result will be communicated to the parent through SMS and email. Parents will be requested visit the school or the link provided in the SMS to view the result. Parents are requested to call school reception to know the result on the result date if SMS not received.
- ✚ The admission formalities will be intimated only to the parents/guardians of **the selected candidates** along with the fee payment slip through the selection kit. The Selection kit will be provided to the selected students only on the registered email ID. The selection kit includes information related to admission formalities, fee payment slips, etc.
- ✚ The admission fee should be deposited within the due date mentioned in the selection letter and fee slips.
- ✚ The requisite documents mentioned in the selection letter along with the photocopy of the DD/ Payment Receipt/ fee slip is to be submitted within the specified date and time at the School Office for securing admission. The admission will be treated as provisional till the date of submission of the Final

Term Mark sheet and Transfer Certificate from the present school. Please carry original documents for verification.

**No admission test is required for Class 11 internal students, Provisional admission will be granted to all registered students subject to submission of admission fee and required documents.**

### **For the Challenged candidates**

- ✚ DPS encourages education for all children. But as we are not equipped with special methodology for the challenged children, we humbly request the parent not to apply for the admission till we are equipped with such facility. If, in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in cases of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the path of holistic development.

### **Admission Formalities**

- ✚ The requisite documents mentioned in the selection letter are to be submitted within the specified date to the School Office /City Office for securing admission after admission fee payment. Please refer to the list of documents mentioned below:
  - ✓ Photocopy of the fee payment slip or the admission fee payment acknowledgement receipt. If the payment is made via demand draft (DD), kindly submit a photocopy of it as well.
  - ✓ Undertaking form signed by both parents.
  - ✓ Photocopy of the birth certificate signed by either of the parents.
  - ✓ Photocopy of the Aadhar card of the student.
  - ✓ Photocopy of ID proof of both parents (Aadhar Card / PAN Card / Driving license) signed by either of the parents.
  - ✓ Original Transfer certificate – to be submitted before the student joins regular classes. Final Term Mark sheet and Transfer Certificate required (for Class 2 onwards) to be submitted before the beginning of the Academic Session Term TC will not qualify the child for the next higher class. The admission will be treated as provisional till the submission of the Final Term Mark sheet and Transfer Certificate from the present school.
  - ✓ Photocopy of the Final Term Report card attested by the parent – to be submitted before the beginning of the academic session. Class 9 final term mark sheet required for admission in Class 11.
  - ✓ ECS Mandate Form.
  - ✓ Transport Registration form (Optional).
  - ✓ Duly filled Medical Certificate (to be filled by a doctor, if any medical condition required to be disclosed).
  - ✓ For Single Parent –
    - i) On the demise of the parent – Death Certificate.
    - ii) On separation / Divorce – Legal document from the court along with the details of the child custody.
  - ✓ For Name / DOB other than mentioned in the Birth Certificate / ID Proof:
    - i) AFFIDAVIT if either of the parent or child have their name changed or different from that of the birth certificate or ID proof.
    - ii) Photocopy of the passport of the child
  - ✓ For Adoption
    - i) Adoption deed.

- ✓ Passport & Visa detail form along with the Photocopy of Passport & Visa attested by parent (for foreign / NRI Students).
- ✓ Local Guardian Nomination Form if the parents live out of town or if the guardian is not the same as the parents.
- ✓ For Class XI only:
  - i) Original Transfer Certificate.
  - ii) Original Character Certificate.
  - iii) Board's Mark sheet (Photocopy).
  - iv) Original Migration Certificate (in case of change in Board).
  - v) Pass Certificate (Photocopy).

## General information

- ✚ No request for change of dates for the Admission Test / Interview/ Interaction will be entertained.
- ✚ The requisite documents mentioned in the selection letter along with the photocopy of the fee payment acknowledgement receipt to be submitted within the specified date for securing admission. Parents can submit the documents through email to [admission@dpsmegacity.in](mailto:admission@dpsmegacity.in).
- ✚ It is mandatory for all students (Class 2 onwards) to submit the Transfer Certificate and Report Card / Mark Sheet from the last School attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than that for which the Transfer Certificate shows him/ her to be qualified. The admission will be treated as provisional till the Transfer Certificate is submitted.
- ✚ Admission will be considered complete once all formalities are completed and the Transfer Certificate, Previous Class Mark sheet & Character Certificate are submitted to the school office within the stipulated date.
- ✚ Fees once paid at the time of admission are not refundable even if the child does not attend school, in any case except the Security Deposit, in case of withdrawal. Security deposit (Refundable) will be refunded only if the admission fee paid in full and fees till the relevant quarter is paid.
- ✚ The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.
- ✚ In case of change of board, student seeking admission in class XI, is required to submit migration certificate.
- ✚ Students will not be admitted to a particular class until they have been assessed. The School reserves the right to admit them, only to those classes for which they have been found fit. The TC and mark sheet from the previous school should prove that the child qualifies for the class applied for.
- ✚ Admission will only be granted based on assessment for the class in which admission is sought.
- ✚ Quarterly Education and Transport Fees are to be paid through ECS only.
- ✚ Admission does not guarantee transport facility. The School reserves the right to extend transport facilities to the students on availability of seats and the stoppage requested. The school's decision will be considered final.
- ✚ Parents are requested to follow the guidelines and School's rules mentioned in the Almanac and should periodically check the same for information & instructions provided by the school from time to time.

**Kindly feel free to contact us for any information regarding admission by mail:**

[admission@dpsmegacity.in](mailto:admission@dpsmegacity.in)