

PROCEDURE FOR ONLINE APPLICATION FOR ADMISSION IN KG [2022-23]

Name of the Applicant, his Father and his Mother must be entered in the same way as it is entered in the Applicant's **Birth Certificate**.

1. KG in St. Xavier's School is equivalent to KG-2 or UKG of other schools.
2. The child's date of birth must be between 01-10-2016 and 30-09-2017.
3. Please submit the Application Form online **latest by Thursday, 30th September, 2021** with the following documents attached:
 - (a) A photocopy of the Birth Certificate (as registered in the register of the State Govt/Municipal Corporation).
 - (b) A photocopy of the Discharge Certificate, indicating the date of birth & time issued by the hospital/nursing home.
 - (c) A photocopy of a valid document to prove the residential address of the parent (**any one of the following documents**: Aadhar Card / Voter Card / Driving License / Passport)
 - (d) A photocopy of the ST / SC / OBC Certificate if applicable and Baptism Certificate for Christian Applicants.
 - (e) A photocopy of the Pay-slip OR Employer's Pay-certificate to authenticate the job/ profession of the parent(s).
 - (f) For Businessmen: Photocopy/s of ITR Acknowledgement or Self Declaration of monthly income.
4. Please click on the link provided and make a payment of **Rs. 500/-** for the Application Form.
5. Date of verification will be intimated through your registered WhatsApp Number at the earliest.
6. Verification process will start from **21st October 2021**.
7. On the day of verification both the parents should be present with the child in School.
8. Original documents will be verified at the time of verification.
9. The Principal's decision is final in all matters of admission.
10. Any recommendation by a third party will **automatically lead to the cancellation** of the application form.
11. There are persons who promise to get children admitted to St. Xavier's School by taking money from the guardians in advance and claiming proximity to the Principal and promising to return money if the child is not admitted. There are no such authorized persons. Please do not be misled by such touts.
12. Any fraudulent practice for admission or any misrepresentation of information will lead to cancellation of admission even at a later date.
13. Admission Results will be communicated to the **SELECTED CANDIDATES ONLY** on their registered whatsapp numbers by **20th November, 2021**.