



Sanskriti School
Dr. S. Radhakrishnan Marg
Chanakyapuri, New Delhi -110021

Please fill the form for the class for which you are seeking admission. Please note that applications for admission to only those classes will be considered where there are vacant seats available. If there is no vacancy in a class, your application will be filed and processed as and when there is a vacant seat available.

ADMISSION FOR THE ACADEMIC YEAR 2024–2025

Admission Criteria

1. Marks obtained in the previous class will be used to screen students.
2. For Admission to Classes IX to XII, marks obtained in the entrance exam conducted by Sanskriti School will be used to screen students.
3. Extracurricular and other achievements of the candidate.
4. Proximity of residence to School.

Documents to be uploaded with the online form

For Non-Government Category

1. Academic Performance/Assessment report of previous class (Annual/Term-I).
2. Certificates relating to Extracurricular and other achievements of the candidate.
3. Birth Certificate of the child issued by the Local Municipal Authority.
4. Proof of Sibling (copy of Last Paid Fee bill) in case applicable.
5. Address Proof (Domicile Certificate/MTNL Bill / Electricity Bill / Water Bill) (**Bill should not be older than three months from the date of filing application for registration**).

For Government Category

1. Academic Performance/Assessment report of previous class (Annual/Term-I).
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Certificates relating to Extracurricular and other achievements of the candidate.
4. Proof of Sibling (copy of Last Paid Fee bill) in case applicable.
5. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **Last Transfer Order** (to Delhi) issued by DOPT / Department, as applicable, (c) **Joining Report** relating to **current posting** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Documents required for physical verification of claims/ declarations after admission is offered

(Please carry originals with self-attested photocopies)

1. Passport size photograph of the child.
2. Photocopy of Birth Certificate of the Child issued by the Local Municipal Authority.
3. Photocopy of proof of Identity of Parents and Child - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
4. Photocopy of proof of residence- (Domicile Certificate/MTNL Bill / Electricity Bill / Water Bill) (**Bill should not be older than three months from the date of filing application for registration**).
5. Proof of Sibling (copy of Last Paid Fee bill)
6. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **last Transfer Order** (to Delhi) issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Please note:

1. Both parents and candidate are expected to attend the interaction session.
2. Successful submission of application, acknowledgment, appearing in entrance test or the invitation for interaction does not guarantee admission.
3. The category allocated will be on the basis of information provided by the applicants in the application form. Please note that the school reserves the right to reject the claim after inspecting and verifying documents.
4. The School reserves the right to cancel the application at any point of time, in case the school finds that wrong/incorrect/incomplete information has been provided by the applicant.
5. The decision of the School authorities will be final and binding in all respects.



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Instructions to fill the online registration form

1. The name of the applicant, father's name / mother's name, date of birth etc. should be spelt correctly in the form as it appears in the certificates. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (*) in red. If any field is not applicable for you, please write NA (Not Applicable).
3. Photograph in JPG/JPEG format, not more than 100 KB should be uploaded.
4. Do not upload documents which are password protected.
5. Parents under Non-Government category are requested to upload the following documents
 - a. Latest Academic Performance/Assessment report of previous class (Annual/Term-I)
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of Sibling (copy of Last Paid Fee bill)
 - d. Proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**).
6. Parents applying under Government Category to upload the following documents
 - a. Latest Academic Performance/Assessment report of previous class (Annual/Term-I).
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of Sibling (copy of Last Paid Fee bill)
 - d. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) Last **Transfer Order** (to Delhi) issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip or certificate of current charge** from the respective Department.
7. For Alumni, parents have to upload relevant supporting documents (Transfer Certificate received from Sanskriti School).
8. An incomplete registration form will automatically be rejected.
9. Please note that in case the **relevant documents are not submitted** or **registration fee is not paid**, the form will be considered as incomplete (Refer to point 14).
10. Uploading of irrelevant documents for registration of application is liable to be rejected.
11. Do not submit duplicate forms. Multiple registrations will be rejected.
12. If the applicant is selected for admission, parents will be required to submit documents (mentioned at point 05 and 06 above) as proof of claims at application stage. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
13. Please apply under the correct category. Change of Category will not be entertained at the time of admission. **Applications which do not qualify under the applied category will not be considered.**
14. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
 - After completing the form, click on the "Submit" button. This will take you to the site to upload documents and on successfully uploading the documents, it will take you to the payment gateway to make the online payment. If the payment is not made successfully, you may login again using the 'resume the incomplete application' link with your user ID & password.
15. After completing the payment, click on 'Proceed' button at the bottom of the page. The registration form once submitted cannot be modified later.
16. You will receive an auto-generated Acknowledgement Receipt on your mentioned email id with a registration number and copy of documents uploaded for further correspondence.
17. As an acknowledgement of final submission, you will receive an SMS with the registration number for further correspondence. **Please note, only the receipt of the registration number confirms successful submission of the application.**
18. Take a print out of the Acknowledgement Receipt. You will be required to quote the registration number for all future correspondence with the School. Please note that you will receive a registration number after paying the registration fee and submission of the application is not complete before that.
19. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
20. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.

**NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT SCHOOL
HELPDESK: 01126883335-8 OR WRITE AN E-MAIL ONLY ON admission@sanskritischool.edu.in**