



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

**ADMISSION TO CLASSES IV & IX FOR THE ACADEMIC YEAR 2025-26**

**Admission Schedule**

S. No	Particulars	Schedule
1	Uploading of Guidelines	03/01/2025
2	Commencement of admission process and availability of application forms ( <b>online only</b> )	03/01/2025
3	Last date of submission of application forms	20/01/2025
4	List of candidates shortlisted for the Entrance Exam <b>only for class IX</b>	21/01/2025
5	Entrance exam will be conducted at 8:00 am <b>only for class IX</b>	23/01/2025

**Admission Criteria**

1. Marks obtained in the previous class & entrance exam (only for class IX) conducted by Sanskriti School.
2. Extra-curricular and other achievements of the candidate.

**Documents to be uploaded with the online form**

**For Non-Government Category**

1. Latest Academic Performance/Assessment report of the present class
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
4. Proof of residence (refer to point no. 04 of **Documents required for physical verification of claims/ declarations after admission is offered**)

**For Government Category**

1. Latest Academic Performance/Assessment report of the present class
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
4. Residence proof
5. Parents applying under Government Category are also required to upload (a) **Appointment Letter** (b) **Transfer Order** issued by DOPT / Department, as applicable (c) **Joining Report** and (d) **Latest Pay Slip or notification 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 (Aadhar Card)/ Voter I – card).
4. Parents applying under Non Government category are requested to also carry 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**).
5. Parents applying under Non Government category to provide employment proof at the time of verification.
6. Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
7. Parents applying under Government Category are requested to carry (a) **Appointment Letter** (b) **Transfer Order** issued by DOPT / Department, as applicable (c) **Joining Report** and (d) **Latest Pay Slip or notification of current charge** from the respective Department.

**Please note that:**

1. Successful submission of application, acknowledgment, entrance test or the invitation for interaction does not guarantee admission.
2. Applications which do not qualify under the **applied** category will be rejected. Please note that the school reserves the right to reject the claim after inspecting and verifying documents.
3. 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/parents.
4. The decision of the School authorities will be final and binding in all respects.
5. **Both parents are expected to attend the interaction session along with the child.**
6. No hard copy of the registration form needs to be submitted in school.



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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/written correctly in the form as it appears in the relevant certificates/documents. 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 to you, please write NA(Not Applicable).
3. Photograph of parents & child in JPG/JPEG format, not more than 20 KB should be uploaded.
4. Parents applying under **Government Category** are requested to upload the following documents:
  - Latest Academic Performance/Assessment report of the present class
  - Birth Certificate of the child issued by the Local Municipal Authority
  - Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
  - Proof of residence
  - Appointment Letter
  - Transfer Order issued by DOPT / Department, as applicable.
  - Joining Report and certificate of current charge/charge assumption report the officer is holding from the respective Department.
5. Parents applying under **Non-Government category** are requested to upload the following documents:
  - Latest Academic Performance/ Assessment report of the present class
  - Birth Certificate of the child issued by the Local Municipal Authority
  - Proof of sibling currently studying in Sanskriti School (copy of Last Paid Fee bill) in case applicable
  - 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**) - (as a single PDF file).
6. An incomplete registration form will automatically be rejected. 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 11).
7. Uploading of **irrelevant documents and password protected documents** for registration of application will make **it liable to be rejected.**
8. Do not submit duplicate forms. Multiple registrations will be rejected.
9. If the applicant is shortlisted for admission, parents will be required to submit documents (mentioned at point 04 and 05 above) as proof of claim.
10. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
11. 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 be summarily rejected.**
12. **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.
13. After completing the payment, click on 'Submit' button at the bottom of the page. **The registration form once submitted cannot be modified later.**
14. 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
15. 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 submission.**
16. 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 the application is not complete before that.
17. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
18. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.
19. Subsequent request to modify the registration form via email will not be entertained.
20. No hard copy of the registration form is to be submitted in school.

**NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT 01126883335-8 OR WRITE AN E-MAIL ON [admission@sanskritischool.edu.in](mailto:admission@sanskritischool.edu.in)**