Forms are available only **ONLINE** on the school website.

Admission Rules

GUIDELINES AND PROCEDURE TO FILL THE APPLICATION FORM

General Instructions :-

1. Kindly read all instructions carefully before filling in the Admission Form.
2. The valid personal e-mail id and mobile number of the parents are required for the communication.
3. Online ONE form per student is to be submitted.
4. Fill the complete details in the form and submit it online after paying Registration Fee **of 25/- through online NET BANKING.**
5. You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the Admission Form:
   a. Soft copy of color photographs (not more than 3months old). The photo must be less than 400 KB and maximum 600 pixels.
      i. Student
      ii. Student's Father
      iii. Student's Mother
   b. Scanned copy of Municipal Corporation Birth Certificate of the student (Size : Less than 2 MB)
   c. Residential Proof. (Size : Less than 2 MB)
   d. Copy of latest paid fee bill of the sibling, if studying in **Vishal Bharti Public School** (No information of cousin is allowed) (Size : Less than 1 MB)
6. It is mandatory to fill all the fields marked **(* in red)**. In case a field is not applicable to you please mention **NA (Not Applicable)**.
7. Fill the particulars of the Student and Parent's i.e. Full name with Surname (abbreviations not allowed) and Date of Birth correctly. The date of birth filled in the form must match with the one recorded in the date of birth certificate. No rectifications will be made after the Admission form

is submitted.

8. Complete information of both parents is to be provided.

9. Incomplete Admission forms or those with incorrect information will automatically be rejected.

10. Forms submitted via fax or e-mail will not be accepted.

11. Submitting the form does not guarantee admission.

12. After completing the form, click on "Submit" button. If your Admission Form is successfully uploaded the system will generate Registration Number, User ID, Password and Transaction Number which will be required for your further correspondence. Details will be sent to your registered mobile number of User ID & Password. Please take a printout of the completed Admission Form and Acknowledgment Receipt for your record. **<u>Submission of hard copy of the Admission Form is not required</u>**.

13. To avoid rejection, please do not fill up more than one form for a Student.