



Kindly upload the below list of documents to www.schoolling.com OR on the Android App **Schoolling** to apply for Nursery Admissions 2018-2019

Please ensure that each uploaded document is cropped and does not have any unnecessary information. The information in the document should be clearly visible & easy to be read.

MANDATORY DOCUMENTS

(I) Child's passport size photograph:

- Please ensure you upload a digital photograph on white background not older than 3 months.
- In case of a scanned passport size photograph, please ensure it is cropped to only show the face as shown below-



(II) Father's/Guardian's passport size photograph:

- Please ensure you upload a digital photograph on white background not older than 3 months.
- In case of a scanned passport size photograph, please ensure it is cropped to only show the face as shown below-



(III) Mother's/ Guardian's passport size photograph:

- Please ensure you upload a digital photograph on white background not older than 3 months.
- In case of a scanned passport size photograph, please ensure it is cropped to only show the face as shown below-



(IV) Family photograph (Father, Mother, & Child):

- Please ensure you upload a digital photograph with father, mother, and child in a single photograph.
- Please ensure the photograph is on white background and not older than 3 months.
- In case of a scanned photograph, please ensure it is cropped properly.

(V) Proof of Residential address (Any of the below):

- Voter ID Card (front and back)
- Ration card issued in the name of parent (with child's name)
- Please ensure that the document uploaded clearly shows the address as mentioned on the common admission form.

(VI) Birth Certificate of the child:

- Birth certificate issued by the Municipal Corporation. Name of the child must be endorsed in the Birth Certificate duly countersigned by the Registrar of Birth.
- Please ensure that the document uploaded is cropped to remove unnecessary background and clearly shows the date of birth, child name, parent name & signature of the relevant authority.

(VII) Medical fitness certificate of the child

- Please get a medical fitness certificate of the child from a registered medical practitioner.
- The fitness certificate should have information about Blood Group, Vaccination, Deworming, Allergy, etc.
- Please ensure that the document uploaded is cropped to remove unnecessary background and clearly shows the date of birth, child name and other medical information with the signature of the registered medical practitioner and his/her registration number.

(VIII) Child's Aadhar Card

- Kindly upload Aadhaar card (front and back) of the child.
- Please ensure that the document uploaded is cropped to remove unnecessary background and clearly shows the name, address, year of birth, Aadhar Card number.

(IX) Father's/ Guardian's Aadhar Card

- Kindly upload Aadhaar card (front and back) of the Father/ Guardian (if applicable).
- Please ensure that the document uploaded is cropped to remove unnecessary background and clearly shows the name, address, year of birth, Aadhar Card number.

(X) Mother's/ Guardian's Aadhar Card

- Kindly upload Aadhaar card (front and back) of the Mother/ Guardian (if applicable)
- Please ensure that the document uploaded is cropped to remove unnecessary background and clearly shows the name, address, year of birth, Aadhar Card number.

NON- MANDATORY DOCUMENTS

(I) Alumni Father

- In case of Alumni (Father) please upload **Class XII Board examination passing certificate** AND **CBSE Mark sheet**.

- Please ensure that the documents uploaded are cropped to only show the certificate and clearly shows all details including father's name, school name, year of passing etc.

(II) Alumni Mother

- In case of Alumni (Mother) please upload **Class XII Board examination passing certificate** AND **CBSE Mark sheet**.
- Please ensure that the documents uploaded are cropped to only show the certificate and clearly shows all details including mother's name, school name, year of passing etc.

(III) Sibling Applicant

- Only real brother/sister studying in the same school shall be considered as sibling.
- In case of sibling applicants please upload the **latest fee receipt** AND **Identity Card** of the sibling issued by the school.
- Please ensure that the documents uploaded are cropped to only show the fee receipt and clearly shows all details including sibling's name, admission number, school name, etc.

(IV) Single parent

- In case of a single parent, please upload **proof of marital status (Death certificate** issued by the Municipal Corporation or equivalent authority OR a **Divorce decree**).
- Please ensure that the document uploaded is cropped to only show the certificate/decree and clearly shows all details.

(V) Christian/ Catholic

- Please upload the **letter of the Parish Priest/ Pastor** AND **Baptism Certificate/ Dedication Certificate**.
- Please ensure that the document uploaded is cropped to only show the certificate/decree and clearly shows all details.

(VI) Defense/ Martyr

- Please upload a valid **I- Card** OR **Certificate of the department**.
- Please ensure that the document uploaded is cropped to only show the certificate/ card and clearly shows all details.

(VII) Staff Father

- Please upload a valid **I- Card** of the school.
- Please ensure that the document uploaded is cropped to only show the card and clearly shows all details like name, department etc.

(VIII) Staff Mother

- Please upload a valid **I- Card** of the school.
- Please ensure that the document uploaded is cropped to only show the card and clearly shows all details like name, department etc.

(IX) Transfer from other school

- Please upload a valid **transfer certificate from the other school**.
- Please ensure that the document uploaded is cropped to only show the certificate and clearly shows all details like school name, child's details etc.

(X) Transfer from other city/ state or country

- Please upload a valid **certificate**.
- Please ensure that the document uploaded is cropped to only show the certificate and clearly shows all details.