Admission Process

1. Registration Form

Online

1. Registration form can be accessed by going to “Register/Login for admission” section as mentioned below
   - Admission(Home page) ➔ Shiv Nadar School Gurgaon ➔ Register/Login for Admission
   - Admission(Home page) ➔ Shiv Nadar School Noida ➔ Register/Login for Admission

2. In case you are a first time user, please fill in the mentioned fields and click on “Register for Admission” button

3. The form will also ask you for the login credentials (‘Your Email’ & ‘Password’). Please remember/write down the password as these credentials will be used for completing the next steps.

4. Once you have filled in the registration form, the registration fee (INR 1000/-) is needed to be paid.

5. The registration fee can be paid by clicking the “Login for admission” button in “Register/Login for admission” section
   - Admission(Home page) ➔ Shiv Nadar School Gurgaon ➔ Register/Login for Admission
   - Admission(Home page) ➔ Shiv Nadar School Noida ➔ Register/Login for Admission

6. Once the payment is successful, you will be redirected to the “Admission Form” page. Further steps are covered in the Admission section below

7. A “Registration fee receipt” pop up will also appear on your screen. You can save the receipt on your system.

If you want to register for more than one children:

1. Go to the “Register/Login for admission” section as mentioned below
   - Admission(Home page) ➔ Shiv Nadar School Gurgaon ➔ Register/Login for Admission
   - Admission(Home page) ➔ Shiv Nadar School Noida ➔ Register/Login for Admission

2. Click on “Already have an account button”, fill in the mentioned fields for the other child using the same login Credentials as used for the first child

3. Once you login, you’ll see multiple tabs on the welcome page. You can then select the requisite tab and pay the registration fee.
**Offline**

1. Registration can also be done at the school by furnishing the requisite details at the front desk.
2. A welcome mail will be sent to your mail ID with the login user-ID.
3. Registration fee can either be paid online by following the steps mentioned in “Online” section above, or you can pay the fee at the front desk.
4. You can then access the “Login for admission” button in “Register/Login for admission” section, and log in through your credentials to fill in the admission form. (if you have paid the registration fee offline, you will be automatically directed to the admission form and not the payment gateway)

* We recommend usage of online mode. Please use offline only in case you don’t have access to the internet

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**2. Admission Form**

1. Admission form needs to be filled and submitted online using the login credentials generated post registration (the same as above).
2. You may choose to “Save” the incomplete form and use “Edit form” to fill it in at a later time.
3. Please “Submit” form only post completion and due diligence.
4. Post Submission of the form, Parents must submit a self-attested printout of the admission form at the school, along with the following supporting documents:
   - Birth Certificate
   - Immunization History
   - Residence Proof
   - Report Card & Transfer Certificate (Not applicable for Nursery applicants)

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**Important**

Please note that the number of seats in each class is limited & Registration alone does not guarantee Admission. The entire process (i.e. submission of the completed and self-attested admission form at the school premises and payment of Admission fee) needs to be completed timely for the same.