Admission Process

1. Registration Form

   **Online**

   1. Registration form can be accessed through the “Register for admission” section as mentioned below
      - Admission(Home page) → Shiv Nadar School Gurgaon → Register for Admission
      - Admission(Home page) → Shiv Nadar School Noida → Register for Admission
      - Admission(Home page) → Shiv Nadar School Faridabad → Register for Admission

   2. Click on the prompt and you will be redirected to the “Admission Portal”.

   **First time user:**

   3. Fill in the requisite details about yourself and your child

   4. 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.

   5. Once you have filled in the registration form, click on the “Register for Online Application” button and you will be directed to a payment gateway.

   6. The registration fee (INR 1000/-) is needed to be paid.

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

   8. 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:**

   3. Click on “Register for Second Child”, fill in the mentioned fields for the other child using the same login Credentials as used for the first child.

   4. Click on “Register for Online Application”. You’ll see multiple tabs on the welcome page. Select the requisite tab and pay the registration fee.

   **Offline**

   1. Registration can also be done at the school by furnishing the details at the front desk

   2. A welcome mail will be sent to your mail ID with the login user-ID. Please remember the password that you enter at the time of registration.

   3. Registration fee can either be paid online or at the front desk
4. You can then click on the “Login for Admission” button after accessing the admission portal (Step 1 and 2 under ONLINE section). If you have paid the fee offline, you will be directed to the admission form. If not, you will first be directed to the payment gateway; and then to the admission form, post the payment.

5. Further steps are covered in the Admission section below

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

2. Admission Form

1. Post registration fee payment, you can access the admission form by using the “Login for admission” button in the admission portal (Admission portal can be accessed using step 1 & 2 in ONLINE section)

2. Admission form needs to be filled and submitted online

3. You may choose to “Save” the incomplete form and use “Edit form” to fill it in at a later time

4. Please “Submit” form only post completion and due diligence.

5. 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)

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.