



## **ADMISSIONS 2022-2023**

(under the Chance Vacancy Category)

The instructions and guidelines for completing the online Registration Form, given below, should be read carefully:

- Applicants are required to have a valid personal email ID. If an applicant does not have a valid personal email ID, he/she should create one before applying online.
- **Please ensure your email ID is valid and correct as all communication from the admission department will be sent to your email address.**
- Please make sure you know the correct date of birth and blood group of the child before applying online.
- Please submit only one Registration Form per child. Duplicate registrations will be rejected.
- It is compulsory to complete all fields. If the information is not applicable, please write 'N.A.'
- **The name of the child and those of his father and mother, his date of birth, and all other personal information should be spelled and recorded correctly in the form exactly in the same way as they appear in the original birth certificate. No corrections or alterations will be allowed later.**
- **Please note down your email ID and password in order to access the Registration Form later.**
- **Please note that your child must have successfully completed the class immediately preceding the one applied for. For example, if you wish to register your child for Class VI, he should have completed Class V in the last academic year.**

### **A. AGE REQUIREMENT**

For admission in the Academic Year 2022-2023, the class specific qualifying age as on 1<sup>st</sup> April 2022 is given below:

<b>Standard</b>	<b>Born between</b>
K.G.	01.10.2016 to 30.09.2017
I	01.10.2015 to 30.09.2016
II	01.10.2014 to 30.09.2015
III	01.10.2013 to 30.09.2014
IV	01.10.2012 to 30.09.2013
V	01.10.2011 to 30.09.2012
VI	01.10.2010 to 30.09.2011
VII	01.10.2009 to 30.09.2010
VIII	01.10.2008 to 30.09.2009

### **B. DOCUMENTS REQUIRED FOR ADMISSION:**

Soft copy of the following documents; (File size of the image must be less than 100 kb for each document).

- Birth Certificate of the child.
- Immunization Card of the child.
- Blood Group report of the child.
- Last Report Card of the previous school.
- Aadhar Card of the child (Optional) and parent (compulsory and self-attested).

- Photographs (one each for the child, the child's mother and the child's father).
- Signature of father and mother
- Proof of your residential address (Aadhar Card/Current Electricity bill/ Voter's Identity Card/ Passport).
- Proof of Income- parents' Income Certificate. (Self-Attested)
- Any legal document pertaining to marriage status or adoption of child.
- Legal documents pertaining to legal guardianship status (if applicable).
- **Original Transfer Certificate of previous school is required for admission to Class I and above. This is to be submitted after an admission offer is provided by the school.**

### **C. INSTRUCTIONS FOR COMPLETING THE ONLINE REGISTRATION FORM:**

#### **STEP 1:**

**Please visit the school website ([www.mckv.edu.in](http://www.mckv.edu.in)) by click on 'ADMISSION' Portal available on the home page.**

- a) Click on **Download Prospectus** to download prospectus.
- b) Click on **New User, click here to Register!** option to register.

After you click on **New User, Click here to Register**, you will be directed to [www.admissiontree.in](http://www.admissiontree.in), an ABP venture with whom the school has tied up for registration purpose.

#### **STEP 2:**

Click on **Apply Now** in the Admission Tree page, create your account and fill up the details as per the fields shown.

#### **STEP 3:**

**Proceed to the transaction page and make the Online Payment** (Application fee and convenience fee) through the payment gateway of Admission Tree.

#### **STEP 4:**

An auto generated email will be sent to your registered email ID from Admission Tree.

#### **STEP 5:**

**Open the email received and click on the link for filling up the detailed School's Registration Form.**

#### **STEP 6:**

Applicants are required to sign up with their registered **mobile number and Payment Transaction ID** number to access the Registration Form from the **Admissions Portal** on the school website ([www.mckv.edu.in](http://www.mckv.edu.in)).

#### **STEP 7:**

Open the Registration Form by clicking on the '**Registration Form**' button at the end of this page.

#### **STEP 8:**

Read and accept the Undertaking by clicking the '**I agree**' button.

#### **STEP 9:**

Complete the Registration Form correctly, carefully and accurately by providing all the information asked for. If you plan to complete the form later, you need to EXIT the page by clicking on the LOG OUT BUTTON on the top right corner of the web page.

#### **STEP 10:**

After filling up all the pages in the form, click on the '**Submit**' button to submit your form.

#### **STEP 11:**

Once you submit your form, a unique Form Token Number will be generated and sent to your email address.

#### **STEP 12:**

Upload the required documents mentioned under B, wherever asked for in the Registration Form, click on submit button to upload the documents (File size of the image must be less than 100 kb for each document).

**STEP 13:** Once the required documents are uploaded, you can click on the 'View Status' tab at the bottom of the page for the following:

- i. Enter the Form Token Number and access the Registration Form.
- ii. Print the Registration Form in Portrait mode on A4 size paper. (Do not overwrite on the printed Registration Form. Overwriting may lead to rejection of the registration).
- iii. Please keep the printed Registration Form with the documents specified on **Page 3** of the Registration Form ready for submission. (You are advised to keep a copy of the completed Registration Form for future reference.)
- iv. Please make sure that the form is duly signed.
- v. **Do not fold the form after printing.**
- vi. **Registration does not imply admission.**

#### **D. GUIDELINES FOR FORM SUBMISSION AND PROCESSES THEREAFTER**

You are requested to submit the Registration Form along with **photocopies of the relevant documents** attested by the parent, the **original documents must be produced for verification. It will be returned after verification.** The printed registration form must be submitted at the submission desk in the school premises **on the following dates:**

**21 March 2022 (Monday) to 23 March 2022 (Wednesday) between 9:30 a.m. and 1:00 p.m.**

After submission, you will receive an Acknowledgement Slip from the submission desk.

**Please note: Acknowledgement Slip must be produced at the time of the Admission assessments and interaction with the school authorities.**

#### **E. ADMISSION ASSESSMENT**

- The admission process involves Admission Assessments which will be held on **25 March 2022 (Friday)**
- [Syllabus for Admission Assessments. Please click here.](#)

After clearing the Admission Assessment, an interaction with the child and his parents will take place. **The date and time of the interaction will be intimated to you through an email to your valid e-mail address on 26 March 2022 (Saturday).**

**Both parents along with the child must be present for the interaction on the stipulated date and time. Since the process involves interacting with the school authorities, both parents must be dressed formally.**

**After clearing the Interaction session, an intimation to the selected candidates will be sent through an email to your valid e-mail address **on 29 March 2022 (Tuesday)** for the online payment of Admission charges.**

**F. FEES FOR THE SESSION 2022 – 2023**

- **Approximate Admission charges: Rs. 47,500/-**
- **Approximate Monthly Fees: 4000/-**

**IMPORTANT**

a) Please note that if your child is admitted to the school, and later it is found out that information provided by you at the time of admission was false or inaccurate, the child's admission will be summarily cancelled.

b) The Admission Committee is solely responsible for processing the applications and finalizing the selection of candidates. Decisions once taken by the Admission Committee are final and cannot be altered.

**c) Any attempt at seeking admission through dubious means such as offering donations, trying to take recourse to recommendation and/or influence will automatically debar the candidate from admission to this school. Parents are cautioned against self-appointed agents claiming to act on behalf of the school. The school does not appoint any such agents.**

d) Any discrepancy/deficiency in the registration form will automatically disqualify the candidate.

**e) Fees paid at the time of registration and admissions are non-refundable.**

**PRINCIPAL**