

ADMISSIONS PROCESS SNAPSHOT

- ❖ Read carefully all information given in the various links under the “Admissions” tab on the school website, especially Age Criteria, Guidelines on Making Online Payment, Fee Structure, FAQs and Important Information regarding School Transport & Fees.
- ❖ Fill up the Online Registration Form only after you have read and understood all Guidelines and Important Information – Transport and Fees.
- ❖ The Online Registration Form has three pages-
 - i. Instructions
 - ii. Candidate and Parent Details
 - iii. Upload Documents
- ❖ Keep scanned copies of all documents ready as mentioned under **Instructions**. Documents should not exceed the size limit specified. Illegible or unclear documents, or those not in the prescribed format (No PDF files; only JPEG, JPG, PNG files should be uploaded in the Form), will lead to rejection of the Registration Form.
- ❖ On the page – **Candidate and Parent Details**-
 - i. All mandatory fields marked with RED Star must be filled. Form shall not get submitted if these fields are not appropriately filled.
 - ii. Verification through OTP for Email (for communication) and Mobile (for communication) is mandatory.
 - iii. If the candidate currently resides in a different city and you upload his/her current proof of residence, the facility of Online Introduction Session can be opted under – Mode of Introduction Session and/or Written Assessment.
- ❖ Once all documents are uploaded on third page, read the “Terms and Conditions for Online Payment” of Registration Fee, which will open in a new window, then come back to the Form page and click on “Agree” and SUBMIT.
- ❖ You will be taken to the Payment Gateway page. Ensure that your payment – Debit/Credit Card/Net banking/UPI – information is ready.
- ❖ After successful payment, an email as well as an SMS will be auto-sent. You should retain the message as it will have the Application Form Number mentioned. A copy of the filled up Form will also be sent in the email.
- ❖ Your payment should be successful, only after which the Registration will be considered complete. Even if the payment status is shown as “Failed”, but the amount has been deducted from your account, please do not attempt to pay the Registration Fee once again. Sometimes, the payment gateway may be slow to respond and, in such a case, you should retry the payment only after six hours. Continued failure to pay should be brought to our notice through email.
- ❖ In case of failure to make the payment online, go back to the Registration Form link and click on - “Click here for Payment, if Registration Form already filled”, given in the left panel, on the page for instructions.
- ❖ After the Registration Fee is received, an email and SMS, mentioning your ward's Registration Number will be auto-sent. A copy of the filled up Form, with the Registration Number, will be sent in the email.
- ❖ The details of the Introduction Session (and Admission Assessment for candidates seeking admission to Class VI and above) will be sent by the date mentioned in the email sent after Registration.
- ❖ If no email / SMS is received within 24 hours from successful registration and payment, you must check your Junk/Spam folder. If you still find that no email / SMS was received on the email ID and mobile number provided for communication filled up by you, do write to admissions@dpsludhiana.com. Subject of

the email should necessarily contain Application Form Number, Name of the Candidate and Class applied for.

- ❖ Appear for the Introduction Session (and Admission Assessment for candidates seeking admission to Class VI and above) at the allotted date and time. No request for change in the allotted date and time will be entertained. Absence at the Introduction Session will result in cancellation of Registration and forfeiture of Registration Fee.
- ❖ Both parents, along with the candidate, must be present for the Introduction Session. If, for some reason, either parent is absent, the parent accompanying the candidate must inform the school authorities at the office and fill up a form prescribed for the purpose. No one other than parents are allowed to accompany the candidate at the Introduction Session. Please be prepared to wait a while for your turn, in case there is an unforeseen delay.
- ❖ Results will be communicated only through email and SMS to all candidates who appear for the Introduction Session on the date mentioned in the Admission Schedule. No email will be sent to absentees at any stage of the admissions process.
- ❖ The admission result email will contain the Pre-Admission Checklist along with procedure for payment of prescribed fees. You must read the email carefully and follow all instructions therein.
- ❖ Ensure online payment of the prescribed fees for admission within the given deadline.
- ❖ After the prescribed fees have been received by the school, an email containing the procedure to fill up and submit the e-NACH Mandate Form will be sent. Ensure that the e-NACH Mandate is submitted online within the timeline mentioned in the email. This is an important process, as admission formalities will be completed only after successful submission of the e-NACH Mandate by NPCI through the banking network. The registered e-NACH Mandate will be used to collect your ward's fees from the beginning of the academic session 2027-28.
- ❖ Both parents should visit the school campus at the appointed time with originals, as well as photocopies, of all documents submitted at the time of Registration, for verification.
- ❖ All documents will be verified with the originals and the originals will be returned. An Undertaking needs to be signed by both parents, after which the receipt for fees paid towards admission will be issued, as an acknowledgement of completion of admission formalities.