## **ONLINE REGISTRATION HELP FILE**

## STEP1: Click on preadmission registration button



**STEP 2:** Fill in all the details and create a username and password. (Password should be alpha numeric {including alphabets and numbers} with one special character and one capital letter e.g. Password@123). Click on register to proceed. You will receive a SMS and Email for Username and Password.

|   | JESUS' SACRED HEART SCHOOL<br>Affiliated to C.B.S.F. New Delhi(Affiliation No:1630435)<br>DX-1, South City, Ludhiana. PH.: 9216000465,9216100265  | Email : info@jesussacredheart.com     |   |
|---|---|---------------------------------------|---|
|   | SURRENT NEWS  | REGISTRATION                          | ] |
|   | Jesus' Sacred Heart School stands like a coloss   | · · · · · · · · · · · · · · · · · · · |   |
| ( | ▲ ABOUT INSTITUTION   |                                       |   |
|   | Jesus' Sacred Heart School stands like a colossus amidst acres and acres of residential & commercial<br>activity in South City area of Ludhiana district. Established by eminent educationist Late Shri. Gurjeet<br>Singh Sehgal the school has kept up to its motto of Aspire to achieve many silvery heights. Making a<br>humble beginning in 2001. | Upload Photo                          |   |
|   |   | Email*                                |   |
|   | CONTACT DETAILS   | Email Address                         |   |
|   | If you have everyles reperding online application submission or technical larger places   | Mobile Number                         |   |
|   | n you have queries regarding online application submission of technical issues please   | Here New Y                            |   |
|   | holidays. 🗳 🖈 NOTE:> Use Google Chrome For The Better Performance.  | User Name                             |   |
|   |   | Password* Ex:Password@123             |   |
|   |   | Password                              |   |
|   |   | Confirm Password*                     |   |
|   |   | Confirm Password                      |   |
|   |   |                                       |   |
|   |   | Register 2 Cancel Ø                   |   |

**STEP 3:** Enter the username and password (as received via SMS and email) along with captcha to sign in to fill the Admission form.



**STEP 4:** To fill the Admission form Click on "Fill new application form".

| i-Vidyalaya       | = Jesus' Sacred Heart School | & Change Password   | 🕫 Log-Out       |
|-------------------|------------------------------|---------------------|-----------------|
| STUDENT<br>Online | PREADMISSION                 | On                  | linePaymentHome |
| G Home            |                              | Fill AdmissionForm- | SCHOOL          |
| 🕞 Preadmission <  |                              |                     |                 |
| Cogout            |                              |                     |                 |
|                   |                              |                     |                 |
|                   |                              |                     |                 |
|                   |                              |                     |                 |
|                   |                              |                     |                 |

**STEP 5:** Fill all the registration details (using capital letters except for email ID) and attach the required documents and photos of father, mother and Child (not more than 2 MB). Click on submit to proceed.

| Student Name:*         | STUDENT NAME                | Birth Date:*    | 💼 Select           | date 👻         |                      |
|------------------------|-----------------------------|-----------------|--------------------|----------------|----------------------|
| Mobile :*              |                             | Applying For:*  | Select Class       | •              |                      |
| Email:*                |                             | Birth Place :*  |                    |                |                      |
| Religion:*             | Select Religion 🔻           | Academic Year:* | 2020-2021          |                | Upload Student Photo |
| Gender:*               | Select                      | Nationality:*   | Select Nationali   | ty 💌           |                      |
| Birth Certificate No.: |                             |                 |                    |                |                      |
| Residential Address    |                             | Perma           | arient Address     |                | 8                    |
| Street*                |                             | Street*         |                    |                |                      |
| Area*                  |                             | Area*           |                    |                |                      |
| Country*               | Select Country              | ▼ Countr        | У*                 | Select Country | ×.                   |
| State*                 | Select State                | ▼ State*        |                    | Select State   | *                    |
| City:*                 |                             | City:*          |                    |                |                      |
| Pincode / Zip*         |                             | Pincod          | le / Zip*          |                |                      |
| Permanent Address      | Same As Residential Address |                 |                    |                |                      |
| Transport Required:    | Select                      | ▼ Parent        | 's Marital Status: | Select         | ×                    |

| Atternate Cont.  | act No:               |                                   |                  |        |                     |                     |
|------------------|-----------------------|-----------------------------------|------------------|--------|---------------------|---------------------|
| Alternate Emai   | il-Id:                |                                   |                  |        |                     |                     |
| Aadhaar Card I   | No:                   |                                   |                  |        |                     |                     |
| l Heard of Insti | itute from:           | Select                            |                  | ¥      |                     |                     |
| Concession Ca    | tegory:*              | Others                            |                  |        | Upload Father Photo | Upload Mother Photo |
| Details of sibli | ings (real brother an | d sisters) who are studying in th | is school        |        |                     | 14                  |
| SL.NO            | Name                  | Class                             | Admission Number | Action |                     |                     |
| 100              |                       |                                   | 5 0              |        |                     |                     |

| Document Upload Details (Only | JPEG Files (0-2MB)]                |                 |
|-------------------------------|------------------------------------|-----------------|
| NOTE: All documents uploaded  | should be self attested by parents |                 |
| SL.NO                         | Document Name                      | Action          |
| 1                             | Birth Certificate                  | Upload Document |

Undertaking by the Parents/Guardian :\* I have read and understood all the instructions for admission given on school website. I fully understand that the Registration does not guarantee admission. In all matters related to admission, the decision of the management of the school will be final and once the admission is granted, there is no process of refund of all the charges paid at the time of admission. There is weightage for sibling admission but it can not be considered as a right and is subject in availability of seats.



I HEREBY VERIFY THAT ALL INFORMATION GIVEN ABOVE IS TRUE AND CORRECT. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS FRAMED (AND AMENDED FROM TIME-TO-TIME), BY THE SCHOOL.INCASE ANY DISCREPANCY IS FOUND IN APPLICATION FORM THEN THE ADMISSION OF MY WARD WILL STAND CANCELLED.



**STEP 6:** Select the payment option and pay the registration fees before the last date. You will receive your registration no. on your registered mobile number/email.

| Mobile:*   |  |
|------------|--|
| Email ID:* |  |
|            |  |
|            |  |

\*\* Note: Registration fee can be paid online/offline to complete the registration process. Please note that till the proper payment is made, the form is not complete and all such forms will be rejected.