



Phone: 2255739

LORETO CONVENT  
DARJEELING 734101

Email id [loretoconventdarj@gmail.com](mailto:loretoconventdarj@gmail.com)

# NOTICE

Application forms for Nursery session 2023-2024

Online application will be available at [www.loretodarjeeling.org](http://www.loretodarjeeling.org)

Date: 1<sup>st</sup> December 2022 to 7<sup>th</sup> December 2022

Age: By March 2023 the child should be 3 years old or 3+

Further details are available on the [General Information](#) page in the school website.

Sr. A. Arockia  
Principal

Principal  
Loreto Convent  
Darjeeling

**NURSERY ADMISSION 2023-2024**  
**GENERAL INFORMATION**

1. Please read the '**General Information**' carefully before filling in the Application.
2. All entries should be made in **English** and in **BLOCK LETTERS**.
3. The Application form is for **Nursery Class Only**.
4. Application Form will be available online from 1<sup>st</sup> December, 2022 to 7<sup>th</sup> December 2022. The cost of the application form is Rs. 500/- to be paid online and hard copy of the Receipt to be attached to the form.

The list of documents to be submitted in hard copy along with the Application for Admission Form is given below:-

**Child's Documents,**

1. Proof of Age: Municipality/Panchayat Birth Certificate and Polio Card.  
For Catholic Students- Baptism Certificate and a letter from the Parish Priest, Photocopy of Baptism Certificate  
For Christian Students- Pastor's letter

**Parents Document**

1. Aadhar Card of both Parents (both Mother and Father)
2. Preferred Proof of Address- Current Electricity Bill.
3. Two Passport Size Photograph
4. If any Sibling is studying in Loreto Convent Darjeeling, then attach the Photocopy of the current ID card.
5. Photocopy of payment receipt of Rs. 500/-

Kindly submit a hard copy of the Application for Admission form along with copies of the attachments in the drop box at **Loreto Convent Darjeeling Main Gate** from 1<sup>st</sup> of December to 9<sup>th</sup> December from 08:00 am to 3 pm.

Please Note: The Application for Admission Form will stand cancelled in the following cases:-

- a. Incorrect information
- b. Recommendation letter
- c. Documents (Hard Copy) is not submitted
- d. Our Admission Procedure is fair and transparent and the school Management takes a stern view of any attempt to secure admission with the help of the outside agency; those found using such measures stand to have their ward admission cancelled.

Once the ward is selected or confirmed, you shall be intimated. Please do not make any enquiry before that.

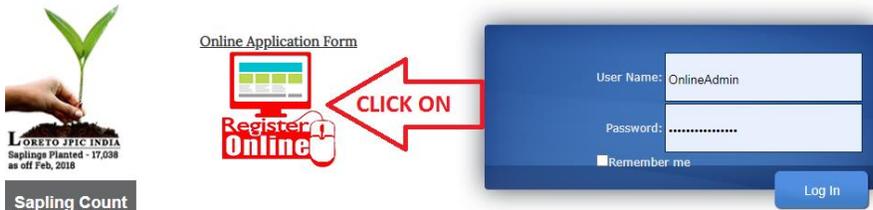
*A. Ananda*  
25/11/22,  
Principal  
Loreto Convent  
Darjeeling

# PROCEDURE FOR OBTAINING AN APPLICATION FORM

1. Login to School Website [www.loretodarjeeling.org](http://www.loretodarjeeling.org)
2. Click on (Online Nursery Admission 2023-24) Blinking tab.
3. Click on:



REGISTRATION OPEN FOR THE SESSION 2023-2024



Online Application Form

Register Online

CLICK ON

User Name: OnlineAdmin

Password: .....

Remember me

Log In

1. ⇒ Use User Name & Password here to download the Filled Application Form and Acknowledgement Receipt.

Note: Admission will be granted only on the availability of seats.



LORETO JPIC INDIA  
Saplings Planted - 17,038  
as off Feb, 2018

Sapling Count

4. Kindly Read the Notice and Agree to the Terms and conditions that follows
5. Click on

APPLICATION FORM FOR ADMISSION TO CLASS NURSERY

Application Form for admission to class Nursery will be available in school website i.e. [www.Loretodarjeeling.org](http://www.Loretodarjeeling.org)

Before filling the form Kindly go through the Notice and follow the procedure given on it.

Proceed with Online Registration

CLICK ON

Download MOBILE APP  
OF LORETO CONVENT, DARJEELING

GET IT ON Google Play | Download on the App Store

SCHOOL CODE "LCDRJG"

e-Care Login | Virtual Tour | Alumni | Kids' Corner



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6. Fill the Registration Form carefully and check all the details before submitting it.
- And please give correct email id.**
7. No changes in the details afterwards shall be entertained.
  8. Click on the Submit Button.

9. You will be redirected to the online payment page (Do not Click refresh /back button)
10. Select the payment option (Credit Card, Debit Card, Net Banking, Wallet /Cash Card )
11. \*\*\*After this you will get your username and password on your **e-mail id** which you have to mention while submitting form.\*\*\* or take a screenshot of the page of user ID password or you can print it out.

**Payment Successful**

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Thank you for using Online Admission

**Candidate Details**

Applicant Name : ANSING THAPA

Candidate Name : ANSING THAPA

Username : 2015

Password : 1604

**Payment Details**

Payment ID : YHMP1581892366

Payment Date : 26-Nov-2022

Amount Paid : Rs 1.00

**Note:**  
Your amount of Rs. 500/- will be credited to school's account within 48 hours. You will be informed regarding this via mail and SMS. Kindly take the print out of your filled application form and acknowledgement receipt from your portal after receiving the confirmation from school.

Back **TAKE OUT THE PRINT OUT FOR USER ID PASWORD OR TAKE A SCRESHOT OF THIS PAGE.** 

**Download MOBILE APP**

**\*\*Now go back to the starting page and use the **USER ID** and **PASSWORD** to **LOGIN\*****



**REGISTRATION OPEN FOR THE SESSION 2023-2024**





LORETO JPIC INDIA  
Saplings Planted - 17,038  
as off Feb, 2018

**Sapling Count**

Online Application Form



**Register Online**



User Name: [ ]

Password: [ ]

Remember me

**Log In**



**USER ID  
PASSWORD**

1. ⇒ Use User Name & Password here to download the Filled Application Form and Acknowledgement Receipt.

Note: Admission will be granted only on the availability of seats.

**Download MOBILE APP**  
OF LORETO CONVENT, DARBELING

GET IT ON  **Google Play** |  **App Store**



12. With this username and password, you can get your transaction slip, your copy of filled Application Form and acknowledgement slip (Subject to the immediate Clearance of your Payment within two days).

13 . Kindly refer to your acknowledgement receipt for submission.

**Please View it from desktop view.**

HOME APPLICATION DETAILS RECEIPT **PRINT OUT RECEIPT**

**PRINT OUT**  
**APPLICATION DETAILS**  
**WELCOME TO PARENT PANEL**

**Instructions For Applicants**

- Your Filled Application Form and Acknowledgement Receipt will be available for print and download after the payment settlement within **48 hours** of filling the form.
- You will be informed about the payment settlement via SMS from school.
- You will have to bring the print out of filled application form and acknowledgement receipts along with the documents which are mentioned in the notice according to the time slot mentioned on Notice.
- Put your signatures in the boxes provided on the filled application form.

**Printing Instructions: -**

1. The Application form and Acknowledgement receipt should only be in A4 Sheet only.
2. The Print format should be in Portrait Layout Only.

**Note: -** The above printing parameters can be matched by using the printing setting.  
Kindly adhere strictly to the timings of form submission and interactive session.

Take the print out of the Filled Application form and Acknowledgement slip.

Past the resent passport size photographs. Put the Signature in the signature boxes provided in the form after taking the printouts of duly filled form.

**NOTE: YOU WILL HAVE TO PRINT YOUR ACKNOWLEDGEMENT SLIP, APPLICATION FORM AND SUBMIT WITH MENTIONED DOCUMENT (which has been mentioned ABOVE) TO THE SCHOOL MAIN GATE ON DATE AND TIME MENTIONED ABOVE IN General Information.**