

ONLINE ADMISSION 2024-2025

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. 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 form for Admission is given below:-

Child's Documents

1. Proof of Age: Municipal Corporation/ Panchayat Birth Certificate, Hospital Discharge and Polio Card.
2. Aadhar Card.
3. For Catholic Students- Municipal corporation/Panchayat Birth Certificate, Hospital Discharge ,Polio Card, Baptism Certificate and a letter from the Parish Priest.

Parents Documents

1. Photocopy of Aadhar Card of both Parents (both Mother and Father)
2. Photocopy of Preferred Proof of Address- Current Electricity Bill/ Vote Card.
3. Photocopy of Proof of Occupation.
4. A self addressed stamped envelope.
6. Photocopy of payment receipt of Rs. 500/-

Kindly submit a hard copy of the Application form for Admission, along with copies of the attachments in the drop box at **Loreto Convent Darjeeling Main Gate**

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

- a. Incorrect information
- b. Recommendation letter
- c. Incomplete documents
- 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 confirmation is done through phone call and postal service. Please do not make any enquiry before that.

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ONLINE ADMISSION FOR SESSION 2025-26

Application forms will be available from School Website

www.loretodarjeeling.org

Class Pre- Nursery

Date: 26st August 2024 to 1st September 2024.

Submission: 2nd and 3rd September 2024.

Age: The child should be 3 years old or 3+ by March 2025

Class Nursery

Date: 2nd September – 8th September 2024

Submission: 9th and 10th September 2024.

Age: The child should be 4 years old or 4+ by March 2025

Class III

Date: 10th September – 15th September 2024.

Submission: 16th September and 17th September 2024

Age: The child should be 8 years old or 8+ by March 2025.

Entrance Test: 21st September at 09: 00 a.m. (Subject: English & Mathematics)

For submission of Application Forms, kindly put your application forms along with the required documents in the drop box which will be kept at the gates. {Main Gate & North Gate (Gate-2)}.

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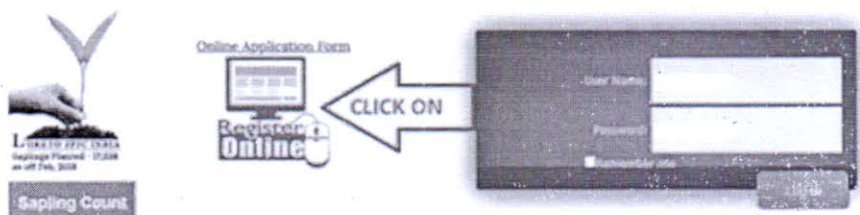


PROCEDURE FOR OBTAINING AN APPLICATION FORM

1. Visit our School Website www.loretodarjeeling.org (please do not fill the form from mobile phone)
2. Click on (Online Admission 2025-26) Blinking tab.
3. Click on:



REGISTRATION OPEN FOR THE
SESSION 2025-2026



Online Application Form
REGISTER ONLINE
CLICK ON

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

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

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

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
OR
SCHOOL CODE "LCDRG"

e-Care Login Virtual Tour Showroom Sister Convent

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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**.

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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

Thank you for using Online Admission

Candidate Details	
Applicant Name	THAKS
Candidate Name	THAKS
Username	202
Password	1604
Payment Details	
Payment ID	YH4ZPT5G15X27346
Payment Date	26 Nov 2022
Amount Paid	RS. 1.00

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
PASSWORD OR TAKE A SCREENSHOT OF THIS PAGE.**

Download **MOBILE APP**

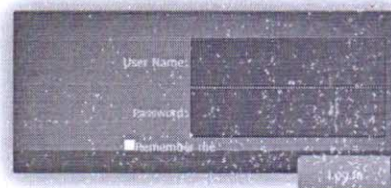
****Now go back to the starting page and use the USER ID and PASSWORD to
LOGIN***



REGISTRATION OPEN FOR THE
SESSION 2023-2024



Online Application Form



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, DARGEELE



e-Care Center



Virtual Tour



Alumni



Staff/Teacher

Signature



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 PANEL

CLICK ON
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 date of settlement via SMS from school.
- You will have to bring the print out of filled application form and acknowledgement receipt 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.

Paste the recent 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 THE MENTIONED DOCUMENTS (which has been mentioned ABOVE) TO THE SCHOOL MAIN GATE ON THE DATE AND TIME MENTIONED ABOVE IN **General Information.**

