

ONLINE ADMISSION FOR SESSION 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 for Admission Form is given below:-

Child's Documents,

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

Parents Document

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 for Admission from along with copies of the attachments in the drop box at **Loreto Convent Darjeeling Main Gate and North Gate.**

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

- a. Incorrect information
- b. Recommendation letter
- c. Complete 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's admission cancelled.

Once the ward is selected confirmation is done through phone call and letter will be posted. Please do not make any enquiry before that.



ONLINE ADMISSION FOR SESSION 2024-2025

Application forms will be available from School Website
www.loretodarjeeling.org

Class Pre Nursery

Date: 1st August 2023 to 6th August 2023.

Submission: 7th and 8th August 2023

Age: The child should be 3 years old or 3+ by March 2024

Lower Nursery

Date: 7th August to 13th August 2023

Submission: 14th and 15th August 2023

Age: By March 2024 the child should be 4 years old or 4+

KG

Date: 14th August to 20th August 2023

Submission: 21st and 22nd August 2023

Age: By March 2024 the child should be 5 years old or 5+

Class III

Date: 21st August to 27th August 2023

Submission: 28th and 29th August 2023

Entrance Test: 20th September 2023 at 9.00 a.m. (Subjects: English & Mathematics)

Interview: 22nd September 2023

Age: By March 2024 the child should be 8 years old or 8+

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. (North gate & Main gate) Kindly follow the given dates.

<u>Class</u>		<u>Submission date</u>
Class Pre Nursery	-	7 th and 8 th August 2023
Lower Nursery	-	14 th and 15 th August 2023
KG	-	21 st and 22 nd August 2023
Class III	-	28 th and 29 th August 2023



PROCEDURE FOR OBTAINING AN APPLICATION FORM

1. Visit our School Website www.loretoadarjeeling.org (please do not fill the form from mobile phone)
2. Click on (Online Admission 2023-24) Blinking tab.
3. Click on:

The screenshot shows the website's header with the text "REGISTRATION OPEN FOR THE SESSION 2024-2025". Below this, there is a navigation bar with a "Registration Online" button. A large arrow points to a login form with fields for "User Name" and "Password", and a "Log In" button. To the left of the login form, there is a section titled "Online Application Form" with a "CLICK ON" button. Below this, there is a "Sapling Count" section with a "Sapling Count" button. A note at the bottom states: "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

The screenshot shows the website's header with the text "APPLICATION FORM FOR ADMISSION TO CLASS NURSERY". Below this, there is a section titled "Application Form for admission to class Nursery will be available in school website i.e. www.Loretadarjeeling.org". A note below states: "Before filling the form Kindly go through the Notice and follow the procedure given on it." Below the note, there is a "Proceed with Online Registration" button. To the left of the button, there is a "Download MOBILE APP" section with "Google Play" and "App Store" buttons. Below these buttons, there is a "SCHOOL CODE 'LCDRJG'" field. To the right of the "Proceed with Online Registration" button, there is a "CLICK ON" button. Below the "CLICK ON" button, there are four icons: a smartphone, a camera, a graduation cap, and a group of people.

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

Thank you for using Online Admission

Candidate Details

Applicant Name : ANAND THAPA
 Candidate Name : ANAND THAPA
 Username : 2000
 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 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 DARRING



e-Care Center



Virtual Tour



Alumni

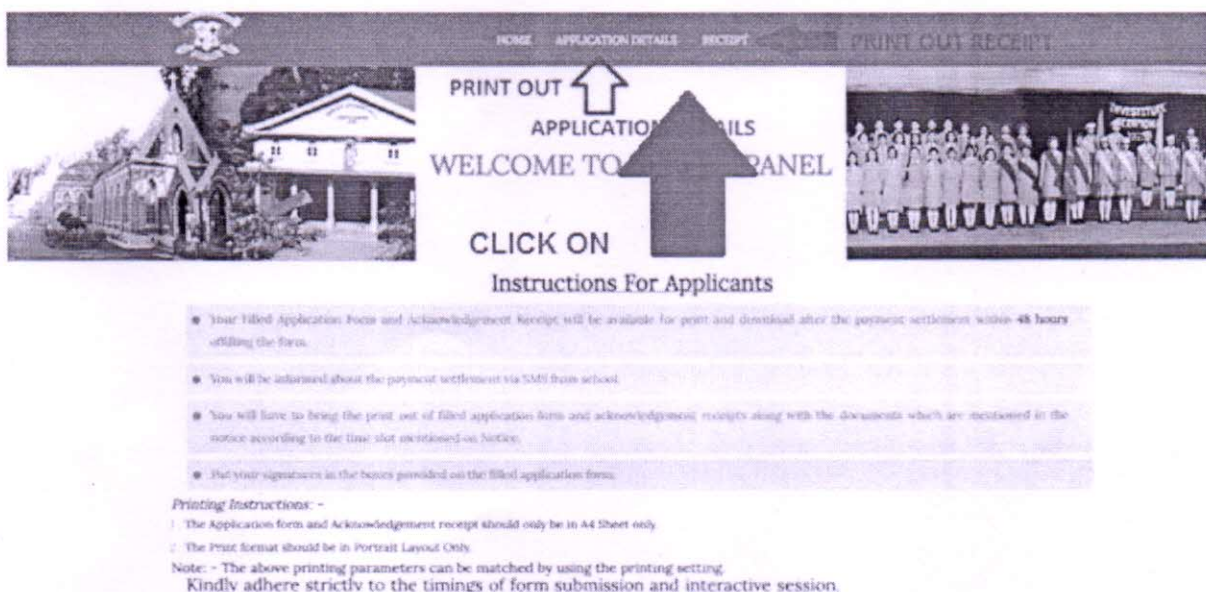


Kids' Program

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.



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 MENTIONED DOCUMENT (which has been mentioned ABOVE) TO THE SCHOOL MAIN GATE ON DATE AND TIME MENTIONED ABOVE IN General Information.

