STEPS TO BE FOLLOWED FOR ONLINE ADMISSION

STEP 1 – FILL ONLINE "APPLICATION FORM"

1. Fill the "Online Application form" on school website **mulund.ssrvm.org** under "Admission-->Apply Now"

2. Online Application Form will OPEN on **Monday, 22ndSeptember 2025 from 9:30am**

   Only first 140 number of Application forms will be accepted online.

3. First step is to fill the online Admission Enquiry form. Enter the Primary email & contact number correctly as you will receive the login details on the mail & SMS (subject name: Admission Applicant Alert)

4. After filling the Enquiry form click on "Register" and immediately click on "Proceed to Application Form" to fill the Application form.

5. In case of any technical issue faced after filling the enquiry form, you may login the online application link with login details mailed to you.

6. Take a print of "Application form" immediately after you have filled and saved all the details. You can download, print the form & receipt from the Track admission page.

7. Only ELIGIBLE (refer "Eligibility Criteria") candidates are requested to fill ONLINE APPLICATION FORM.

8. Please Note: ONLY **ONE FORM** is to be filled for ONE CANDIDATE.

9. Link will get auto-deactivated after 140 forms are filled online.

10. Kindly note – After filling the Application form, make an online payment of Rs.1500/- towards Application form. Please wait until transaction is processed, do not refresh the page. "Application Form" is non-transferable. Those who have filled Application form and made payment successfully will receive an acknowledgement email on your registered email id.

11. Keep following attachments ready before you fill Online Application Form

    a. **Student photo** - size should be less than 5MB and File type PNG or JPG

    b. **Residential address proof** with the name of father or mother on it (ANY ONE address proof - Electricity Bill / Telephone Bill / Aadhar card / Passport /Registered Rent agreement/ Registered Sale Deed) - Pdf format -File size less than 5MB

    c. **Birth certificate of the candidate** - size should be less than 5MB and File type pdf

STEP 2 – SHORT LISTING OF CANDIDATES

1. Out of <u>140</u> "Application Forms", ONLY <u>90</u> forms will be SELECTED on the basis of a Software Random Selection process.

2. Only SELECTED candidates are eligible for the Admission process.

3. From 9th October 2025, ONLY the selected students will receive an email on the parents registered email id about the further date and time of admission. You are requested to check your mail box regularly for your wards Admission status.

4. **Any pressure on school will disqualify the applicant from admission process.**

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STEP 3 – ADMISSION PROCESS

1. <u>Email will be sent to the selected candidates to collect the ADMISSION FORM from the school office on the date declared via email</u>

- **Carry printout of the filled online application form & corresponding documents that you have attached during the online application process along with Original Birth Certificate for verification.**

2. **<u>Submit ADMISSION FORM to school along with following documents -</u>**

   a. Original Birth Certificate
   b. Medical certificate regarding general fitness of the child
   c. Photocopy of child's Aadhar card, Caste certificate
   d. Affidavit and Community certificate in original for Jain Minority.

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Note: Any mismatch in the "Online Application Form" filled by the parent and the uploaded supporting documents will be rejected at the time of verification.

*The Right to Education Act is an Act passed by the Government of India & it is mandatory for all non-minority educational institutes to adhere to it. These seats are to be allotted as per government regulations & school has no jurisdiction over these seats.

*For Technical support if required during the ONLINE APPLICATION FORM filling you may write to the school on the email id: mumbai.mulund@ssrvm.org

By Order