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**Sarvottam International School**

**Plot No. 6, Tech Zone IV, Greater Noida West (UP)**

**Admission Process**

Dear Parent,

Welcome to Sarvottam International School!

The Admission Process to be followed for Classes Pre-Nur to XI will be as follows:

Step 1: Filling up the Enquiry Form

Step 2: Briefing by Admission Counselor

Step 3: Registration- Parents / Guardians can collect the Registration Form from the admission office or can download from the link Registration Form

» The Registration Kit can be collected from the admission office from Monday – Saturday between 8:30 am to 4:00 pm

Step 4: Written Test (Applicable for class I to XI) and Interaction with VP/HM

Step 4: Interaction with the Principal

Step 5: Fee deposition

**Documents required at the time of Admission**

Following documents are required to confirm admission process:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Document** | **Original / Photocopy** | **Required for class** |
|  | **At the time of Registration** |  |  |
| 1 | Birth Certificate | Photocopy | All |
| 2 | Immunization Record | Photocopy | All |
| 3 | Address Proof | Photocopy | All |
| 4 | Adhaar Card of parents | Photocopy | All |
| 5 | Adhaar card of students | Photocopy | VI th onwards |
| 5 | Request Letter | Original | 1st onwards |
|  | **At the time of Admission** |  |  |
| 6 | Medical fitness Certificate | Original | All |
| 7 | TC from last attended school | Original | II to X |
| 8 | 2 years Mark sheet  | Photocopy | II to X |
| 9 | CBSE Registration Number | Original | X |
| 10 | Passport size photographs of student & parents |  | All |

Please Note:

» No Entrance test for classes Pre-Nursery, Nursery & KG.

» If the child is not able to clear the test, no admission will be granted.

» Admission to a particular class is subject to the academic assessment and past academic record.

» Only transfer cases are entertained for admission to classes X and XII.

» Incomplete forms will be rejected.

» Fees has to be deposited within 2 working days of approval of admission.