

# **Important Documents to be Submitted/Attached**

## **At time of Registration**

### **Enclosures**

- Self-attested copy of Birth Certificate of child issued by the Municipal Corporation/Competent Authority
- Self-attested copy of proof of residence. (Latest Electricity Bill/Ration Card/ Telephone Bill/ Passport & Election Card)
- Two passport size recent photographs each of Parents/Guardian, Child

### **Final Admission is subject to verification of the following documents (In Original)**

- Birth Certificate in original (First copy/Ink copy)
- Proof of residential address (Passport/ Registered Lease Deed/Paid Electricity Bill/Paid MTNL Telephone Bill, Electoral Card). In case of rental accommodation, an affidavit on stamp paper should be submitted along with the driving license.
- Transfer Case: Transfer certificate from employer stating date of transfer.
- Transfer certificate from school last attended for classes Prep onwards.
- Parents of students approved for admission will be called for verification of original documents as per schedule.
- No undertaking regarding the documents mentioned above will be accepted at the time of verification.