Class IX Admissions 2019-20

FAQs

Q1. I wish to admit my child in your School. What is the procedure?

Ans. You are required to register your child online, the form for which is available on the school portal. The registration process consists of two steps
- Filling of the Application Form
- Registration fee payment(non-refundable)

Q2. What are the admission requirements?

Ans. Fill up the Application Form online
Upload the scanned copies of the following documents:-
- Birth Certificate issued by Municipal Corporation / equivalent authority.
- Photograph of Applicant
- Residence Proof (Ration Card/Smart Card issued in the name of parents (mother/father having name of the child), Domicile Certificate of child or his/her parents, AADHAAR Card / Voter Identity Card / EPIC of any of the parents or child, Electricity bill/ MTNL telephone bill/Water bill/Passport in the name of any of the parents or child, Unique Identity Card of Mother / Father issued by the Government of India.)
- Final Marksheet of academic session 2017-18
- Term-1 Marksheet of academic session 2018-19

Q3. Will there be a formal interview of the child or the parents?

Ans. Yes

Q4. Will Rent Agreement be accepted as residence proof?

Ans. No

Q5. What is the procedure if I have no documents as proof of residence?

Ans.
- Apply for them immediately and attach the acknowledgement slip for the time being.
- However, at the time of verification, the document should be available.

Q6. What should I do if I do not have a copy of my Term 1 report card for 2018-19?

Ans. In case you do not have a copy of your term 1 report card for 2018-19, you can submit the form without uploading the same. Just enter the marks obtained by you in the form. However, in case you are shortlisted for admission, a self- attested copy of the report card must submitted. Failure to submit the report card or in the case of discrepancy in the marks entered in the admission form and those reflected in the report card, admission will be stand cancelled .

Q7. I have made a wrong entry, What do I do?

Ans. Please fill up a fresh form.

Q8.   Any information that is not possible to fill but is mandatory in the form, how do I proceed?

Ans.   Please write NA and Proceed.

Q9.   Do I have to bring original or photocopies of documents for verification?

Ans.   Original as well as self-attested photocopies of documents need to be brought for verification.

Q10.   I tried submitting the filled online application, but I got a blank page. I waited for 10 minutes but nothing happened. Please look into my concern and help.

Ans.   Try any one of the following :
   • While uploading the scanned copies of the documents, make sure that all the documents are in PDF format whereas all the photographs are in JPEG format.
   • The file size of each upload should not exceed 250 KB.
   • Ensure a stable internet connection with good speed while uploading the documents and payment of application fee online.
   • If you have received Application Number after filling up of the form, your form is submitted otherwise a fresh filling up of the form is required.
   • The Application Form works best in updated version of Google Chrome.

Q11.   When will the results of the Admission test be declared?

Ans.   In case your child is shortlisted, you will receive a call from the school.

Q12.   After successful submission of the form, I did not receive the acknowledgement mail?

Ans.   Please send an email to admissions@dpsrohini.com . Mention the registration number in the email.

In case of any other query apart from the ones listed above, please send an email to admissions@dpsrohini.com.