Guidelines and Procedure to fill the Online Registration Form.

1. **Age Limit for LKG:** Not below 4 years as on 01 June 2025 and not above 5 years as on 01 June 2025. The child should be born between 01 June 2020 and 01 June 2021.

   You are advised to strictly follow the age criteria. If discrepancy is found, your application will be rejected.
2. Online registration will close on Saturday, 20 July 2024 at 04.00pm.
3. Read the General Information carefully and click [**I Agree**] at the bottom of the page.
4. The application form should be filled with utmost care, without spelling error.
5. All fields marked with an asterisk* are mandatory. In case a field is not applicable, you may please mention "Not Applicable" (NA).
6. Fill in the details completely and click [Submit].
7. Submit the form only once. Wait for the submission status message. Submission might take longer depending on the size of the files to be uploaded.
8. You will be redirected to the payment gateway to make the payment of the application fee of Rs.500/-.
9. Upon successful payment, the application process will be completed. A success page will be displayed and a copy of the application form submitted will be sent to you in your given email-id.
10. You will receive another email mentioning the date and time for the admission meeting. You are requested to check your registered email-id regularly for all information and notifications related to admission. Do check the spam folder too.

11. Incomplete application forms will not be accepted.
12. The name of the applicant, father's name, mother's name, date of birth etc. should be spelt correctly in the form as it appears in the birth certificate. No corrections will be allowed later on.
13. In case for some reason you are unable to submit the application successfully, you may write to "rcjk@christujayanthi.ac.in" with your payment transaction ID, registered email address, child's name and date of birth. We will revert within 24 hours and facilitate your resubmission.
14. For queries please call on **9745711179, 9567155664 (08.00am – 04.00pm)**.

Important Note!

Please keep the following documents ready.

1. Birth Certificate (Page where the DOB, Name and Parents' names are mentioned)
2. Immunization Card (Page where the vaccination details are mentioned)
3. Passport size photograph
4. Recent family photograph

Only PNG and JPG formats are accepted. Maximum file size allowed is 1.5 MB

- Brief write up on the candidate by the Parents(less than 50 words) and brief profile of the Parents(less than 50 words) should be kept ready before you proceed.

Charmine Libera

Mrs. Charmine Libera
Headmistress