



RCJK

RAJAGIRI CHRISTU JAYANTHI
KINDERGARTEN

A CMI Institution

Guidelines and Procedure to fill the Online Registration Form.

1. **Age Limit for LKG:** Not below 4 years as on 01 June 2024 and not above 5 years as on 01 June 2024. The child should be born between 01 June 2019 and 01 June 2020.

You are advised to strictly follow the age criteria and avoid proceeding in such cases. If discrepancy is found, your application will be rejected.

2. Online registration will close on Tuesday, 25 July 2023 at 04.00pm.
3. Read the General Information carefully and click [**I Agree**] at the bottom of the page.
4. Proceed to pay the application fee of Rs 500/-.
5. Upon successful payment you will be directed to the Admission application form.
6. The application form should be filled with utmost care, without spelling error.
7. All fields marked with an asterisk* are mandatory. In case a field is not applicable, you may please mention "Not Applicable" (NA).
8. Fill in the details completely and click [Submit]. A copy of the application form submitted will be sent to you in your given email-id. Do check the spam folder too.
9. 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.
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.

Rajagiri Valley P. O., Kakkanad, Kochi - 682 039, Kerala, India.

Tel: +91 484 2426460, +91 9745711179 christugarden@gmail.com www.christujayanthi.ac.in



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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 and we will revert within 24 hours and facilitate your resubmission.
14. For queries please call on **9745711179, 9567155664**.

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.

Mrs. Charmine Libera
Headmistress

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