



CHITKARA
INTERNATIONAL
SCHOOL

Chandigarh | Panchkula

Form No.:

Admission Sought for

Class:

Admission Application Form | Session 2021 - 2022 Panchkula Campus

For office use only

CIS Admission Number:

Date of Admission: Date of Joining:

Amount Paid: Admission Category: General EWS

Please paste latest
coloured passport
size photograph
(KINDLY DO NOT STAPLE)

STUDENT

INSTRUCTIONS:

1. Kindly fill the form in CAPITAL LETTERS.
2. Kindly fill the full form. Do not leave any column blank, else it will not be accepted.
3. You may write 'N/A' (not applicable), if the information asked is not relevant in your case.

DETAILS OF THE STUDENT

(ALL CAPITAL LETTERS)

First Name Middle Name Surname

Date of Birth (in numeric) Day Month Year

Date of Birth (in words)

Age as on 31st March 2021 Year(s) Month(s) Day(s)

Place of Birth Nationality Aadhaar Card Number

Mother Tongue Language(s) spoken at home

Gender: Male Female Any Other

Religion: Hindu Muslim Sikh Christian Others (Please Specify_____)

Social Category: General SC ST OBC Others

Other Details: Single Girl Child Specially Abled

Residence Address (current)

City/State Pin Code Country

Telephone (at residence) SMS Priority Mobile Number

Correspondence Address

Permanent Address (if different).....

City/State Pin Code Country

To be filled by International/Foreign students only (Attach photocopy of passport & visa)

Type of VISA you currently hold for entry to India: Student Visitor Others

Name on Passport Place of Issue of Passport

Passport Number Expiry of Passport (Date) Expiry of Visa (Date)

DETAILS OF THE PARENTS

(ALL CAPITAL LETTERS)

Please paste latest
coloured passport
size photograph
(KINDLY DO NOT STAPLE)

FATHER

Father's Name:

Date of Birth: Nationality:

Academic Qualification(s):

Occupation/Designation:

Organisation:

Office Address:

Office Telephone: Mobile Number(s):

E-mail Id: Annual Income:

Please paste latest
coloured passport
size photograph
(KINDLY DO NOT STAPLE)

MOTHER

Mother's Name:

Date of Birth: Nationality:

Academic Qualification(s):

Occupation/Designation:

Organisation:

Office Address:

Office Telephone: Mobile Number(s):

E-mail Id: Annual Income:

In Case of Single Parent (please specify):

(Write N/A if not applicable)

Student lives with: (Mother / Father / Other {specify})

Legal Custodian: (Mother / Father / Other {specify})

Correspondence/Communication to: (Mother / Father / Other {specify})

Check if Applicable

Parents Divorced

Parents Separated

Others (Please Specify)

In case the parents are divorced/separated, please provide the relevant legal documents. Above information is being sought in larger interest of safety and security of the child.

DETAILS OF THE GUARDIAN

(ALL CAPITAL LETTERS)

To be filled if the student lives/will live with a local guardian. Write N/A if not applicable.

Please paste latest coloured passport size photograph (KINDLY DO NOT STAPLE)

GUARDIAN

Guardian's Name:

Relation (with the student):

Address (with pin code):

Academic Qualification(s): Occupation/Designation:

Organisation/Company:

Office Address:

Office Telephone: Mobile Number(s):

E-mail Id:

ACADEMIC HISTORY

(Write N/A if not applicable)

Details of Previous School(s), Play School or Creche (if attended)

Name & Address of previous school(s), play school, creche attended	Class/Grade attended	Last Year's Marks Obtained	Sessions Attended (From - To)	Board	Medium of Instruction	Reason for the change

Result of Previous Class

Subject	Maximum Marks	Marks Obtained	Percentage of Marks	Remarks

Transfer Certificate Details: TC Number: Date of Issue:

Gap Year Yes No

(Please tick in the correct box)

If Yes, please give details

Have you ever applied before in Chitkara International School? Yes No Year Class

Have you ever studied in Chitkara International School? Yes No Year Class

Has the child ever been expelled/rusticated/not promoted to the next class by any school? Yes No

If Yes, please give details

Achievement History

Kindly mention distinctions/prizes in various fields (Just Name) and attach certificates awarded.

Academics Position	Activites (Co-Curriculars) Position	Sports Position National & International	NSS/NCC/Scouts & Guides Position

MEDICAL/HEALTH RECORD

Attach the medical history, reports/certificates (If any)

Blood Group Allergies (If any)

Physical Disability/Special Needs (If any)

Family Doctor's Name and Contact (If any)

REFERENCES & CONTACTS

(Do not leave the column blank)

Kindly mention two emergency contacts other than parents

S. No.	Name	Relation (with the child)	Contact Number	Correspondence Address
1.				
2.				

Sibling's Information

(Write N/A if not applicable)

Siblings / Relatives who are studying/have studied in Chitkara International School (If any)

S. No.	Name	Relation (with the child)	Class	Year of Joining/Year of Leaving
1.				
2.				

Sibling's Information

(Write N/A if not applicable)

Siblings who are enrolled in different Schools (other than Chitkara International School)

S. No.	Name	Relation (with the child)	Age & Class	Name of the School
1.				
2.				

SOLE POINT OF CONTACT (SPOC) NOMINATION

What is SPOC?

SPOC is a joint hand holding of the child from both the ends together (i.e. the School and the Parent). Hence, Home SPOC and the School SPOC work together on the child for his/her improvement and hold a joint responsibility in the areas of academics. You are requested to nominate Home SPOC (the person who will be coordinating with the school on the academic front). Thereafter, the child will be assigned a school SPOC as a custodian of his/her studies from the school side.

SPOC Nominated from Home

(To be filled by the parent or person responsible for the student's education)

SPOC's Name

Contact Number

Relation with the child

Email ID

SPOC Assigned from CIS

(To be filled by the School Coordinator)

SPOC's Name

Contact Number

Email ID

A SPOC from school will be assigned by CIS for the student's education.

What expectations do you have from the school?

.....
.....

POINTS TO CONSIDER (To be filled & checked by the parents at the time of admission)

1. Have you met the Admission Counsellor? Yes No
2. Are you aware about the school's online communication system "SchoolPad"? Yes No
3. Have you submitted the required documents? Yes No
4. Have you gone through the Fee Structure & Fee Cycle of the school? Yes No
5. Have you read the Procedural Handbook uploaded on the school website? Yes No

• Kindly know the details regarding school policies, fee structure, infrastructure, facilities, transport etc. before admission. No clarification/query will be entertained after admission. The school policies need to be adhered to once the admission is done.

I, F/o | M/o Class

have read the details carefully and have understood them.

Date.....

Parent Signature

Declaration

I/We certify that the information furnished in this form is true to the best of my knowledge and belief. I understand that the submission of this form is no guarantee of admission to the school and shall be subject to terms and conditions laid down by the management. I/We promise to abide by all the rules and regulations of the school which have also been read over and explained to me in language known to me.

Date

Place

Father's Signature

Mother's Signature

FOR OFFICE USE ONLY

I certify that I have checked the admission application form and the relevant documents/papers and found it in order and fully complete.

Application Form Checked & Received on (Date)

Application Form Received by (Signature)

Admission Done by (Signature)

Authorised Signatory (Office of Admissions)

REMARKS FROM THE OFFICE OF DIRECTOR/ASSOCIATE DIRECTOR/PRINCIPAL

Admission Granted: Yes No

Class/Grade Allotted:

Remarks

Date:

**Authorised Signatory
(Official Stamp)**

Correct Entries from the Admission form to Admission and Withdrawal register have been made on page number dated

DOCUMENTS CHECKLIST

(Please tick in the correct box)

Self attested photocopies of the following documents to be submitted along with the admission application form.

General Category

During Form Submission

- 1. Self attested photocopy of Birth Certificate which has names of both parents mentioned on it.
- 2. Self attested proof of residence (Ration Card/Voter I-Card/Electricity or Water Bill/Tenant's Deed/ Aadhaar Card/Passport etc)
- 3. Two passport size photographs of the student/applicant.

At the time of Admission

- 1. Self attested Aadhaar card photocopy of the student/applicant.
- 2. Self attested mark sheet/report card of the last 2 years from the last school if attended.
- 3. Blood Group Report of the child.
- 4. Medical Report/Medical History/Vaccination Record of the child.
- 5. Attested copies of legal document if the child is being brought up by a single parent.
- 6. Affidavit of guardianship to be submitted if student lives with a local guardian.

After Admission

- 1. Original transfer certificate from the last school attended.

Note: The Transfer Certificate needs to be submitted latest by 30th April 2021 or within 1 month of admission in order to fulfill the admission criteria and to close the admission process completely.

EWS Category

During Form Submission

- 1. Self attested photocopy of Birth Certificate which has names of both parents mentioned on it.
- 2. Self attested proof of residence (Ration Card/Voter I-Card/Electricity or Water Bill/Tenant's Deed/ Aadhaar Card/Passport etc)
- 3. Two passport size photographs of the student/applicant.

At the time of Admission

- 1. Self attested Aadhaar card photocopy of the student/applicant.
- 2. Blood Group Report of the child.
- 3. Medical Report/Medical History/Vaccination Record of the child.
- 4. Attested copies of legal document if the child is being brought up by a single parent.
- 5. Affidavit of guardianship to be submitted if student lives with a local guardian.
- 6. Attested copy of family income certificate of the current financial year issued by Sub-Divisional Magistrate. (Original proof to be submitted)

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Remarks from Office of Admissions:

Remarks from Office of Administration:

Signature
(Office of Admissions)

Signature
(Office of Administration)