

ONLINE ADMISSION 2024-2025

GENERAL INFORMATION

- 1 Please read the 'General Information' carefully before filling in the Application.
2. All entries should be made in **English** and in **BLOCK LETTERS**.
3. Cost of the application form is Rs. 500/- to be paid online and hard copy of the Receipt to be attached to the form.

The list of documents to be submitted in hard copy along with the Application form for Admission is given below:-

Child's Documents

1. Proof of Age: Municipal Corporation/ Panchayat Birth Certificate, Hospital Discharge and Polio Card.
2. Aadhar Card.
3. For Catholic Students- Municipal corporation/Panchayat Birth Certificate, Hospital Discharge ,Polio Card, Baptism Certificate and a letter from the Parish Priest.

Parent's Documents

1. Photocopy of Aadhar Card of both Parents (both Mother and Father)
2. Photocopy of Preferred Proof of Address- Current Electricity Bill/ Vote Card.
3. Photocopy of Proof of Occupation.
4. A self addressed stamped envelope.
6. Photocopy of payment receipt of Rs. 500/-

Kindly submit a hard copy of the Application form for Admission along with copies of the attachments in the drop box at **Loreto Convent Darjeeling Main Gate**.

Please Note: The Application for Admission Form will stand cancelled in the following cases:-

- a. Incorrect information
- b. Recommendation letter
- c. Incomplete documents.
- d. Our Admission Procedure is fair and transparent and the school Management takes a stern view of any attempt to secure admission with the help of the outside agency; those found using such measures stand to have their ward admission cancelled.

Once the ward is selected confirmation is done through phone call and postal service. Please do not make any enquiry before that.

ONLINE ADMISSION FOR SESSION 2025-26

Application forms will be available from School Website

www.loretodarjeeling.org

Class KG

Date: 16th September 2024 to 22nd September 2024.

Submission: 23rd and 24th September 2024.

Age: The child should be 5 years old or 5+ by March 2025

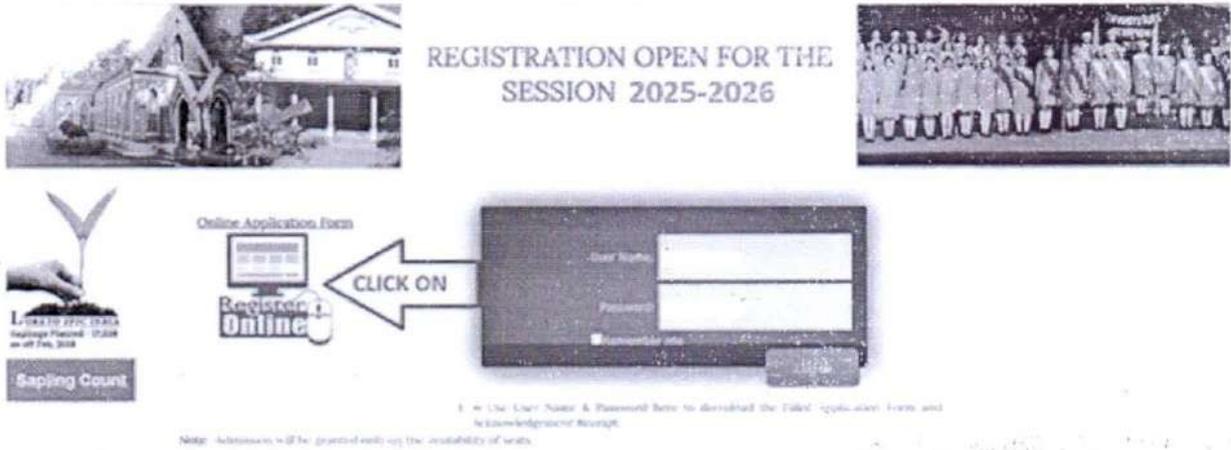
For submission of Application Forms, kindly put your application form along with the required documents in the drop box which will be kept at the gates. {Main Gate & North Gate (Gate-2)}.

U. Pritha



PROCEDURE FOR OBTAINING AN APPLICATION FORM

1. Visit our School Website www.loretodarjeeling.org (please do not fill the form from mobile phone)
2. Click on (Online Admission 2025-26) Blinking tab.
3. Click on:



The diagram illustrates the registration process. It starts with a screenshot of the school website showing a 'REGISTRATION OPEN FOR THE SESSION 2025-2026' banner. An arrow points to a 'CLICK ON' button next to the 'Online Application Form' and 'Register Online' links. Another arrow points to a login form with fields for 'User Name' and 'Password'. A final arrow points to a 'REGISTER ONLINE' button. Below the login form, there is a note: '1. In the User Name & Password Box to download the filled application Form and Acknowledgement Receipt.' A small note at the bottom states: 'Note: Admission will be granted only on the availability of seats.'

4. Kindly Read the Notice and Agree to the Terms and conditions that follows
5. Click on



APPLICATION FORM FOR ADMISSION TO CLASS NURSERY

Application Form for admission to class Nursery will be available in school website i.e. www.Loretodarjeeling.org

Before filling the form Kindly go through the Notice and follow the procedure given on it.

Proceed with Online Registration **CLICK ON**

Download **MOBILE APP**
FOR LORETO CONVENT DARJEELING

GET IT ON **Google Play** | **Download on the App Store**

SCHOOL CODE "LCDRIJ"

e-Care Login | Virtual Tour | Menu | Gift Certify

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6. Fill the Registration Form carefully and check all the details before submitting it.

And please give correct email id.

7. No changes in the details afterwards shall be entertained.
8. Click on the **Submit Button**.

Shantha



9. You will be redirected to the online payment page (Do not Click refresh /back button)
10. Select the payment option (Credit Card, Debit Card, Net Banking, Wallet /Cash Card)
11. ***After this you will get your username and password on your e-mail id which you have to mention while submitting form.*** or take a screenshot of the page of user ID password or you can print it out.

Payment Successful

Thank you for using Online Admission

Candidate Details	
Applicant Name	THAPPA
Candidate Name [®]	THAPPA
Username	20
Password	15047000000000000000

Payment Details	
Payment ID	10112511301512380
Payment Date	24-Nov-2022
Amount Paid	Rs. 1.00

NOTE: Your amount of Rs. 500/- will be credited to school's account within 48 hours. You will be informed regarding this via mail and SMS. Kindly take the print out of your filled application form and acknowledgement receipt from your portal after receiving the confirmation from school.

Back **TAKE OUT THE PRINT OUT FOR USER ID PASSWORD OR TAKE A SCREENSHOT OF THIS PAGE.** 

[Download MOKAPP](#)

****Now go back to the starting page and use the USER ID and PASSWORD to LOGIN***



REGISTRATION OPEN FOR THE
SESSION 2023-2024





Sapling Count

Online Application Form





USER ID
PASSWORD

1. Use User Name & Password here to download the Filled Application Form and Acknowledgment Receipt.

Note: Admission will be granted only on the availability of seats.

Download **MOBILE APP**

OF LOKESH CHANDER EDUCATION

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E-Care Center



Virtual Lab



Library



E-Cell Center

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12. With this username and password, you can get your transaction slip, your copy of filled Application Form and acknowledgement slip (Subject to the immediate Clearance of your Payment within two days).

13. Kindly refer to your acknowledgement receipt for submission.

Please View it from desktop view.

Take the print out of the Filled Application form and Acknowledgement slip.

Paste the recent passport size photographs. Put the Signature in the signature boxes provided in the form after taking the printouts of duly filled form.

NOTE: YOU WILL HAVE TO PRINT YOUR ACKNOWLEDGEMENT SLIP, APPLICATION FORM AND SUBMIT WITH THE MENTIONED DOCUMENTS (which has been mentioned ABOVE) TO THE SCHOOL MAIN GATE ON THE DATE AND TIME MENTIONED ABOVE IN **General Information.**

Amitha