



SOP FOR ADMISSIONS FOR THE SESSION 2025-26

1. Admission for classes NURSERY TO IX & XI will through online mode for the session 2025-26.
2. Online Registration forms for admission to Class NURSERY TO IX & XI (Boys & Girls) will be available on the school website from 02nd April 2025 onwards (www.sophianrckj.org) (*Registration does not guarantee admission*).
3. **Online registration fee Rs. 500/-.**
4. Parents must fill out the online Registration form carefully as per the details given in the Municipal Birth Certificate (**BI-LINGUAL**) corresponding to Aadhar Card. Corrections will not be entertained later.
5. **A printout of the Registration Form, which is filled online must be deposited, along with all the supporting documents (self-attested copies) at the school office between 09:00 a.m. to 10:30 a.m.**
6. Incomplete or incorrect Registration Forms and Forms without the necessary enclosures/documents, at the time of submission will automatically be disqualified from the admission process.
7. **For HKG to IX & XI – written paper will be conducted (Subjects: English, Hindi, Maths & Science).**
8. There will be interaction and verification of the Registration Form and the attached documents.
9. *Details of the same will be intimated when you submit the hard copy of the documents in the office.*
10. **Both the parents along with the child seeking admission and with all original documents must be present. No other person will be allowed and if not present for the verification session. The candidate is automatically disqualified.**
11. **After the Interaction and the Scrutiny of the documents. Once the Candidate is selected for Admission, parents should come to school office on a stipulated day to fill in the Admission Form with both parents' signatures, deposit the required Fees and to complete the admission process, failing which automatically admissions stand cancelled. Fees once paid will not be refunded.**
12. Admission fee and all other fees (**non-refundable**), are to be paid by way of **Demand Draft (D.D.)** in favour of **SOPHIA SCHOOL SECONDARY SECT. for Classes VI to IX & XI, SOPHIA SCHOOL (PRIMARY SECTION) for Classes I to V and PRI.SOPHIA SCHOOL K.G.SECTION for Classes Nursery to HKG**, within Ten working days of declaration of result, at the school fee counter, between **8:00 am to 11:00 am**, failing which the ward's admission will automatically stand cancelled.

“REGISTRATION IS NOT A GUARANTEE, FOR ADMISSION, IT ONLY A PROCESS”

For more information, kindly contact the school office:
Contact Nos. 0744-2465710, +91-9351296339

IMPORTANT NOTE

1. The Management reserves the right to reject any application without assigning any reason.
2. Online registration is compulsory for NURSERY TO IX & XI Admission. Without online registration, no admission ease will be entitled further.
3. There are absolutely NO DONATIONS LINKED WITH ADMISSIONS.
4. Any kind of recommendation will be a sufficient reason to disqualify the form and admission.
5. HKG onwards, T.C. should be submitted in the school office by *15th April 2025*, otherwise your admission will be disqualified.

Documents to be attached (hard copies self-attested) with the Registration Form for

1. **Date of Birth Certificate:** Copy of Candidate's Birth Certificate from Municipal Corporation. (BI-LINGUAL).
2. An affidavit on ₹ 50/- non-judicial stamp paper sworn before a notary, 1st Class Magistrate or Executive Magistrate. ([Click here for sample Affidavit](#))
3. **Aadhar Card of Candidate** (It must be Bi-lingual with correct spelling of the candidate. No correction will be accepted later).
4. **Copy of Aadhar Card of Mother and Father** (It must be Bi-lingual with correct spelling of the parents. No correction will be accepted later).
5. **Baptism Certificate (Only for Christians):** Copy of the Candidate's Baptism Certificate.
6. **Proof of Residence:** Copy of the residence proof i.e., Aadhar Card / Ration Card/telephone bill/electricity bill / Passport / Kiraynama etc.
7. **Qualification of Parents:** Copy of Mark Sheets of **only the highest qualification**.
8. **Proof of Sibling: (If applicable)** Copy of the Report Card (2024-25) only if the child's real brother or sister is studying in this school.
9. **Proof of Alumni: (If applicable)** Copy of T. C. / Mark sheet / Passing certificate to prove that you have passed out from this school.
10. **Family photograph** (Father, Mother & Child) and **two** passport-size photographs of the child.
11. **Proof of Caste (Only for ST/ SC/ EWS /OBC (latest)):** Copy of the Caste Certificate of the candidate or his father from the relevant authority i.e., Collectorate.
12. **Proof of Minority (Only for Christians / Muslims / Jains/ Buddhists/ Zoroastrians (Parsis)/ Sikhs):** Copy of the candidate's or father's Minority Certificate from the relevant authority i.e., Collectorate.
13. **Proof of Private and Government Employee:** ID card / Salary Slip February 2024 / Letter of appointment.
14. **Proof of Single Parent:** Court decree or any other certificate from the relevant authority.
15. **Proof of Gallantry/ National / State Award (If applicable):** A copy of the same should be attached.
16. **Medical Certificate:** Height, Weight & Blood Group.

“SUBMIT ONLY ONE APPLICATION PER CHILD”

No form shall be accepted without the above **self-attested documents** for Registration for admission NURSERY TO IX & XI and incomplete forms will automatically be disqualified from the admission process. All the original documents will be cross-verified with concerned departments and institutions.
