



St. Xavier's School, Rajkot.

(Affiliated to CBSE Board)

Guidelines For Filling Online Application Form

Pre.K.G & L.K.G Online Application Forms for Boys & Girls for the academic session 2023-24 will be available from 3rd December 2022 at 10:00 am till 5th December 2022, 10:00 pm.

The link for accessing the registration form process is www.stxaviersrajkot.org

Please have the following material ready with you before the registration:

1. Recent passport size photograph of the child, father and mother (in Jpeg / Jpg format for uploading)
2. Size of the photographs shall not exceed 20KB
3. A valid e-mail Id of the Parents
4. Original Birth Certificate with the name of the child printed on it and its clear Image.(in Jpeg, Jpg format for uploading)

Special Note:

1) Age Criteria

- **Pre.K.G** → The age of the child should be between 3 years and 4 years as on 01 June, 2023 (**Born between 01.06.2019 - 31.05.2020**). If your child is **NOT** within the age limit specified. He/She will not be eligible for admission.
- **L.K.G** → The age of the child should be between 4 years and 5 years as on 01 June, 2023 (**Born between 01.06.2018 - 31.05.2019**). If your child is **NOT** within the age limit specified. He/She will not be eligible for admission.

- 2) Before Submitting the form, please check all the details. Once submitted you won't be able to edit the form. In case of any error/technical problem faced during payment do not fill the new form **INSTEAD** go to **View Submitted Forms** link, fill the details and you can do the payment.
- 3) The selection of the student is the prerogative of the school management and it reserves its right and is not bound to give reasons for admission or non-admission of any applicant.
- 4) **The school management does not accept any donation for admission from anyone.** Kindly be vigilant that you are not cheated by anyone.

- 5) For the payment of Rs. 300/- as registration charges, kindly use UPI or Rupay Debit Card option. Other modes may be chargeable.
- 6) **Step for filling online Application form:**
- (i) Go to this URL **www.stxaviersrajkot.org**
 - (ii) You will be able to see pop ups regarding admission.
 - (iii) Click on the Online Application Form.
 - (iv) **Before filling the form, please read all the instructions** then, tick on "I Agree" and click on Proceed.
 - (v) Please fill all the mandatory details.
 - (vi) **Kindly fill the child, father, mother names and surname details as per the child's birth certificate.**
 - (vii) Please check all the details you have filled in the Application form before the submission. Click on Submit button. Please note that you won't be able to Edit the form after the Submission
 - (viii) Make Payment after the submission of the Application Form.
 - (ix) Please get a **print of the Application form and acknowledgment receipt** once you submit your online Application Form. **This receipt and form shall be produced at the time of verification.**
- 7) Kindly bring Child's original birth certificate and parents (both) Education certificate which mentioned in application form (original/photocopy) at the time of verification.
- 8) **The Parents (both mother and father) shall be present with the child during the time of verification.**
- 9) **The date and time for verification of documents will be intimated in the acknowledgement receipt. It shall be adhered to and will not be postponed or anticipated.**
- 10) For any "QUERY REGARDING THE ONLINE APPLICATION FORM", you may please contact at Help Line Number: +919910116796/8128272158
- 11) **The venue of verification will be at St. Xavier's School, Rajkot, P.B.No.26, Near Wockhardt Hospital, Kalawad Road, Rajkot-1.**

Principal