

## **STEP – 1 – READ THE FAQs**

### **DON BOSCO HIGH SCHOOL AND JUNIOR COLLEGE** **(A CHRISTIAN MINORITY EDUCATIONAL INSTITUTION)**

#### **PROCEDURE FOR ADMISSION TO NURSERY (FAQS) - 2021 – 2022**

Please read the Frequently Asked Questions ( FAQ ) before filling the admission form.

### **GENERAL QUESTIONS**

**1. What is the age criterion for admission to Nursery for the academic year 2021 - 2022 ?**

The child should have completed 3 years of age as on 31<sup>st</sup> December 2021.

**2. What if my child is few days underage?**

The child should have completed 3 years of age as on 31<sup>st</sup> December 2021. If your child is underage, admission will not be granted. But if you still insist on issuance of the form, an application in the following format should be submitted. (Please check the format of the application for underage.)

**3. What are the criteria's for admission to Nursery for the academic year 2021 - 2022 ?**

All Catholics will be granted admissions.

- a. Priority will be given to Christians.
- b. Children of benefactors and well – wishers will be given preference.
- c. Admission will also be given to people residing within 2km. and who, can come personally to drop the child to school and take the child home.
- d. Past pupils and siblings can also be considered.
- e. Only two siblings of a family will be given admission.

**4. What if we don't stay in the preferred area?**

Admission will be granted depending on availability of the seats. If you still insist on issuance of the form, an application in the following format should be submitted. (Please check the format of the application for distance.)

**5. Will there be a formal interview of the child?**

No. There is no formal interview of the child. However, there is an interactive session scheduled for each applicant. Details of the interactive session will be given later.

**6. Is my child's admission guaranteed once I submit my application form?**

No. There is no guarantee of admission. For details kindly check the criteria of admission.

**7. How should I collect the form?**

The form will be available online. Check [www.donbosconaigaon.org](http://www.donbosconaigaon.org) / ONLINE ADMISSION

**8. Is it possible to purchase an application form and fill it up offline?**

The application form has to be filled up online only. No paper based forms will be issued.

**9. Can I save the form and complete it up later?**

You need to fill the application form in one sitting only. There is no facility to save a partially filled form and complete it later.

**10. What if my computer crashes while filling the application form?**

In case your computer crashes while filling the application form, please visit the site again and re - fill the form.

### **11. How do I know that my application has been successfully submitted?**

A unique registration number will be generated on your screen, once you submit your application form. Generation of this number indicates that your form has been successfully submitted.

### **12. Can I download the form later?**

Yes, you may download the filled admission form. You will require the registration ID to download the form.

### **13. What happens once I submit my form online?**

- **You will receive a unique registration number** on the screen and also through email, which should be noted down. (Kindly fill in the correct email ID's of both parents).
- You will have to pay the Application form fee of Rs. 400/- at the school office.
- Kindly note you should use the **unique registration number** to check any updates to the application by the school administration.

### **14. Do I need to upload the photograph of my child?**

Yes. You need to upload the photograph on your form, through online admission.

### **15. Are there any specifications for the photograph?**

The photograph should meet the following requirements:

- The photograph should be a recent one.
- The photograph should show the full face of the child clearly.

### **16. What documents should I bring for the interaction session?**

- Print out of the form along with the following documents:-

1. Xerox copy of the Municipal birth certificate in **English only**. (Original to be brought for verification.)
2. Xerox copy of the child's Aadhar card, if available. (Original to be brought for verification.)

Kindly note:

- i. The birth certificate should have the following below mentioned information completely in **English only**. If the birth certificate is in any other language then a translation in English will have to be provided while **confirming** the admission.
- ii. If the below mentioned information is not available on the birth certificate, then an affidavit mentioning all these information in below mentioned order will have to be submitted while **confirming** the admission. (Please check the format of the affidavit displayed on the Notice board & the website.)
- iii. **The original birth certificate will have to be submitted to the school, only when the admission is confirmed, which will remain with the school forever and will not be returned. Please make arrangements to have a duplicate copy for yourself.**
- iv. **Laminated originals will not be accepted. If you have laminated the originals, then an affidavit mentioning all these information in below mentioned order will have to be submitted while confirming the admission.**
- v. The required information is mentioned below:-
  - a. Name of the child
  - b. Name of the father
  - c. Name of the mother
  - d. Date of Birth (in words or figures)
  - e. Place of Birth
  - f. Religion (Optional – To be mentioned, if the religion has to be entered in child's school record).
  - g. Child's Mother tongue.

- h. Caste Certificate of the child, if available
  - i. Aadhar Card if available.
  - j. Medical Certificate – Compulsory in case of any sickness or Disability.
  - k. Adoption Deed – if applicable
- 
- 3. One recent passport size photograph of the child to be uploaded on the form.
  - 4. For Catholics, additionally please attach the Xerox copy of the Baptism certificate (Original to be brought for verification) and the letter from the Parish Priest (original).
  - 5. For Christians, kindly bring the Original Baptism certificate & it's Xerox of both the Parents & child and a letter from the Parish Priest. (original)
  - 6. Xerox copy of the residence proof in the name of the parents. (Electricity bill / BSNL bill / Ration card / any other Government document) (Original to be brought for verification)
- 
- The date and time for the interaction session will be displayed on the Notice board & the website. Both Parents will have to come to the school with your ward for the interaction session.
  - Your application will not be considered for the admission procedure if you do not come for the interaction session.

**17. Is it possible to change the date and time for the interaction session?**

The date and time allotted for the interaction session cannot be changed.

**18. What happens after the interaction session?**

After the interaction session, the results will be displayed up on the Notice Board & the Website.

## **STEP – 2 - FILL THE MAIN PAGE**

### ONLINE REGISTRATION

Welcome to Online Admission process  
Don Bosco High school & Junior college  
Post. Juchandra, Naigaon East, Vasai, District Palghar – 401208

#### **Important Information for filling the form**

- Make sure you are using latest version of browser, recommended browsers are Internet Explorer(IE) 11+, Google Chrome v40+. Please click here to download latest versions of browsers.
- All fields are mandatory under each tab.
- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Dear Principal,

I wish to apply for admission to Nursery in the academic year 2021 - 2022 for my son / daughter / ward.

Child's Name as per Birth Certificate :

**SEETA GONSALVES**

I have supplied the information requested in the attached sheet. I declare that it is true and accurate. I agree that if it is later discovered that any information has been suppressed or found incorrect this application may be rejected and could lead to cancellation of the admission.

I fully agree :

- That acceptance of this application is left entirely at the discretion of the school authorities and does not in any way guarantee admission.
- To pay the Admission Form Fee of Rs. 400/- and I am aware that the given fee will not be refunded or transferred in any condition.

I hereby state that signing this application form implies acceptance of all School's Admission Procedures and Process, Rules, Regulations and Fees in force and which may be changed from time to time.

Yours faithfully,

Date : 2/22/2021

Name & Signature of Father

Name & Signature of Mother

**RAJ GONSALVES**

**SEEMA GONSALVES**

#### **VISION STATEMENT**

**Create Leaders and Ambassadors,  
To Live and Promote,  
Human and Spiritual Values, in Society,**

#### **MISSION STATEMENT**

**To Provide Affordable Education to Students, Regardless of Caste and Creed.  
To Attend to the All Round Development of the Students and Provide  
Opportunities for their Physical, Mental, Emotional and Spiritual Growth.  
To Create a Mentality of Excellence in Every Field, Coupled with Concern and  
Sensitivity to the Poor and Needy Students, Regardless of Caste and Creed.**

**STEP – 3 - FILL CHILD’S / FATHER’S / MOTHER /  
SIBLING’S, OTHER DETAILS AND THEN CLICK  
VALIDATE**

ONLINE REGISTRATION

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- All fields are mandatory under each tab.
- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Child's Details    Father's Details    Mother's Details    Sibling Details    Other Details

Admission for  
**Nursery**

Admission for Academic Year  
**2021 - 2022**

Full Name as per Birth Certificate  
**SEETA GONSALVES**

Gender  
**Female**

Child's Picture  
**SEETA'S PHOTO**

Date of Birth (DD/MM/YYYY) as per Birth Certificate  
**28/12/2018**

Place of Birth as per Birth Certificate  
**VASAI**

Nationality  
**INDIAN**

Religion as per Parents' declaration  
**ROMAN CATHOLIC**

Caste as per child's Caste Certificate (General / SC / ST / OBC / other)  
**NA**

Mother Tongue as per Parents' declaration  
**MARATHI**

Child's Aadhar Number  
**2154456**

Total Monthly Income for both Parents (approx.)  
**200000**

I AGREE TO THE SCHOOL'S TERMS AND CONDITIONS

**VALIDATE**

**STEP – 3 - FILL CHILD’S / FATHER’S / MOTHER /  
SIBLING’S, OTHER DETAILS AND THEN CLICK  
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- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Child's Details    Father's Details    Mother's Details    Sibling Details    Other Details

Father's Name as per Child's Birth Certificate

**RAJ GONSALVES**

Father's Age

**45**

Father's Religion

**ROMAN CATHOLIC**

Father's Caste (General / SC / ST / OBC / other)

**NA**

Father's Nationality

INDIAN

Father's Qualification

**BCOM**

Father's School

**ST AUGUSTINE HIGH SCHOOL**

Father's College

**THOMAS BAPTIST JUNIOR COLLEGE**

Father's Profession

**SERVICE**

Father's Designation

**NA**

Father's Company Name / Organization with Address

**RAJ ENTERPRISE**

Father's Office Phone

**965653232**

Father's Mobile No.

**988745455**

Father's Email Address

[raj@gmail.com](mailto:raj@gmail.com)

Father's Aadhar Number

**4545779787**

I AGREE TO THE SCHOOL'S TERMS AND CONDITIONS

**VALIDATE**

**STEP – 3 - FILL CHILD’S / FATHER’S / MOTHER /  
SIBLING’S, OTHER DETAILS AND THEN CLICK  
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- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Child's Details    Father's Details    Mother's Details    Sibling Details    Other Details

Mother's Name as per Child's Birth Certificate

**SEEMA GONSALVES**

Mother's Age

**38**

Mother's Religion

**ROMAN CATHOLIC**

Mother's Caste (General / SC / ST / OBC / other)

**NA**

Mother's Nationality

INDIAN

Mother's Qualification

**BCOM**

Mother's School

**NARAZETH COVENT HIGH SCHOOL**

Mother's College

**THOMAS BAPTISTA JUNIOR COLLEGE**

Mother's Profession

**HOUSEWIFE**

Mother's Designation

**NA**

Mother's Company Name / Organization with Address

**NA**

Mother's Office Phone

**986562355**

Mother's Mobile No.

**7894456556**

Mother's Email Address

[seema@gmail.com](mailto:seema@gmail.com)

Mother's Aadhar Number

**44564574**

I AGREE TO THE SCHOOL'S TERMS AND CONDITIONS

**VALIDATE**

**STEP – 3 - FILL CHILD’S / FATHER’S / MOTHER /  
SIBLING’S, OTHER DETAILS AND THEN CLICK  
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- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Child's Details    Father's Details    Mother's Details    Sibling Details    Other Details

No.of Brothers  
**0**

No.of Sisters  
**1**

Name  
**JAY GONSALVES**

Age  
**14**

School/College  
**ST AUGUSTINE HIGH SCHOOL**

Class  
**9th**

I AGREE TO THE SCHOOL'S TERMS AND CONDITIONS

**VALIDATE**



**STEP – 3 - FILL CHILD'S / FATHER'S / MOTHER /  
SIBLING'S, OTHER DETAILS AND THEN CLICK  
VALIDATE**

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- All fields are mandatory under each tab.
- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

Child's Details    Father's Details    Mother's Details    Sibling Details    Other Details

Residence Address

**PEREIRA BUILDERS**

Residential Area

**Outside 2 km OR Within 2 km**

Residence Phone

**9945454544**

Other Dependant Details

**NA**

I AGREE TO THE SCHOOL'S TERMS AND CONDITIONS

**VALIDATE**

**STEP – 4 - IF YOUR CHILD IS UNDERAGE, THEN  
CLICK ON THE FORMAT FOR UNDERAGE, TO  
DOWNLOAD THE FORMAT AND THEN CLICK ON  
AGREE OR DISAGREE**

Child is Underage

Kindly note that your child is underage.

If you still insist to apply for admission, you are requested to submit the undertaking for underage. (Please click here to download the undertaking for underage.)

**AGREE**

**DISAGREE**

**FORMAT FOR UNDERAGE**

**FORMAT OF THE APPLICATION FOR UNDERAGE**

*(The format should be handwritten and compulsorily signed by both parents.)*

Date:

To,  
The Principal,  
Don Bosco High School & Junior College,  
Naigaon – 401 208.

**Subject : Application for admission to Nursery for Academic Year 2021 - 2022**

Respected Principal,

I, Mr. \_\_\_\_\_ & Mrs. \_\_\_\_\_, parents of \_\_\_\_\_ Master  
/ Miss \_\_\_\_\_ wish to apply for the admission of my child in **Nursery  
for Academic Year 2021 - 2022**

**Your admission policy states that “The child should have completed 3 years of age as on 31<sup>ST</sup> December 2021 to seek admission in Nursery.”**

My child’s date of birth is \_\_\_\_\_ and her / his age as on  
31<sup>ST</sup> December 2021 is \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.

I would still like to apply for admission in your school at my own risk knowing that my child may not be granted admission. I know that my child does not fit into your admission criteria and hence if the admission is not granted, I will not hold the school or the management responsible for not getting admission.

I would also like to state that I will not ask for the refund of application form fee.

Thanking you,

Yours sincerely,

Father’s Name and Signature

Mother’s Name and Signature

**STEP – 5 - IF YOU DON'T STAY WITHIN 2 KMS, THEN  
CLICK ON THE FORMAT FOR UNDERTAKING FOR  
DISTANCE, TO DOWNLOAD THE FORMAT AND THEN  
CLICK ON AGREE OR DISAGREE**

Non Preferred Residential Area

Kindly note you are not staying in the preferred area.  
If you still insist to apply for admission, you are requested to submit the undertaking for distance. (Please click here to download the undertaking for distance.)

**AGREE**

**DISAGREE**

**FORMAT FOR DISTANCE**

**FORMAT OF THE APPLICATION FOR DISTANCE**

*(The format should be handwritten and compulsorily signed by both parents.)*

Date:

To,  
The Principal,  
Don Bosco High School & Junior College,  
Naigaon – 401 208.

**Subject : Application for admission to Nursery for Academic Year 2021 - 2022**

Respected Principal,

I, Mr. \_\_\_\_\_ & Mrs. \_\_\_\_\_ parents of \_\_\_\_\_ Master  
/ Miss \_\_\_\_\_ wish to apply for the admission of my child in **Nursery for  
Academic Year 2021 – 2022.**

**Your admission policy states that “Admission will be granted to the students residing within 2kms.”**

I am residing at \_\_\_\_\_.

I would still like to apply for admission in your school at my own risk knowing that my child may not be granted admission. I know that my child does not fit into your admission criteria and hence if the admission is not granted, I will not hold the school or the management responsible for not getting admission.

I would also like to state that I will not ask for the refund of application form fee.

Thanking you,

Yours sincerely,

Father's Name and Signature

Mother's Name and Signature

## **STEP – 6**

### **Submit Form Confirmation**

**Are you sure you want to submit the form?**

**You will not be able to make changes after submitting the form.**

**YES**

**NO**

## **STEP – 7 – YOU WILL RECEIVE A NOTE OF CONFIRMATION ON THE COMPUTER SCREEN**

### ONLINE REGISTRATION

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#### **Important Information for filling the form**

- Make sure you are using latest version of browser, recommended browsers are Internet Explorer(IE) 11+, Google Chrome v40+. Please click here to download latest versions of browsers.
- All fields are mandatory under each tab.
- If any information is not available, enter NA.
- If you have any questions please refer to the online admission FAQ's.

#### **Note!**

Please note that below details were also sent on both parents email address if provided in the application.

If you have not yet received an email, check your Spam/Junk folder.

#### **Congratulations!**

Your admission registration for SEETA GONSALVES was successfully registered by Don Bosco School, Naigaon.

Please note the registration number CBN9CPLD. The registration number has also been sent to your email address.

- Kindly pay the application form fee of Rs.400/- at the school office on 8th & 9th March 2021 from 9.00a.m to 12.00 noon.
- Check for the schedule of interaction session on the Notice Board & the Website.
- It is compulsory to bring the child for the interaction session. Both parents must accompany the child.
- In case any parent is absent for the interaction, an application giving the reason for the absence is to be brought along.
- You are requested to report 15 minutes before the scheduled time. Kindly be punctual. Latecomers will not be entertained.
- You need to bring the following documents for the interaction session.
- Print out of the form along with the following documents:-
  1. Xerox copy of the Municipal birth certificate in English only . (Original to be brought for verification.)
  2. Xerox copy of the child's Aadhar card, if available. (Original to be brought for verification.)
- 3. **Kindly note :**
  1. The birth certificate should have the following below mentioned information completely in English only. If the birth certificate is in any other language then a translation in English will have to be provided while confirming the admission.
  2. If the below mentioned information is not available on the birth certificate, then an affidavit mentioning all these information in below mentioned order will have to be submitted while confirming the admission. (Please check the format of the affidavit displayed on the Notice board & the website.)

## **STEP – 7 – YOU WILL RECEIVE A NOTE OF CONFIRMATION ON THE COMPUTER SCREEN**

3. **The original birth certificate will have to be submitted to the school, only when the admission is confirmed, which will remain with the school forever and will not be returned. Please make arrangements to have a duplicate copy for yourself.**
  
4. **Laminated originals will not be accepted. If you have laminated the originals, then an affidavit mentioning all these information in below mentioned order will have to be submitted while confirming the admission.**
  
5. The required information is mentioned below:-
  1. Name of the child
  2. Name of the father
  3. Name of the mother
  4. Date of Birth (in words or figures)
  5. Place of Birth
  6. Religion (Optional – To be mentioned, if the religion has to be entered in child's school record).
  7. Child's Mother tongue.
  8. Caste Certificate of the child, if available
  9. Aadhar Card if available.
  10. Medical Certificate – Compulsory in case of any sickness or Disability.
  11. Adoption Deed – if applicable
  
4. One recent passport size photograph of the child to be uploaded on the form.
  
5. For Catholics, additionally please attach the Xerox copy of the Baptism certificate (Original to be brought for verification) and the letter from the Parish Priest (original).
  
6. For Christians, kindly bring the Original Baptism certificate & it's Xerox of both the Parents & child and a letter from the Parish Priest. (original)
  
7. Xerox copy of the residence proof in the name of the parents. (Electricity bill / BSNL bill / Ration card / any other Government document) (Original to be brought for verification)
  
- The date and time for the interaction session will be displayed on the Notice board & the website. Both Parents will have to come to the school with your ward for the interaction session.
  
- Your application will not be considered for the admission procedure if you do not come for the interaction session.

## **STEP – 8 – AN EMAIL WILL BE SENT ON YOUR REGISTERED EMAIL ID**

admission@donbosconaigaon.org

9:48 AM (21 minutes ago)

to me, admission

Dear RAJ GONSALVES,

Congratulations!

Your admission request for **SEETA GONSALVES** was successfully registered by Don Bosco School, Naigaon.

Please note the registration number is **CBN9CPLD**.

- Kindly pay the application form fee of Rs.400/- at the school office on 8th & 9th March 2021 from 9.00a.m to 12.00 noon.
- Check for the schedule of interaction session on the Notice Board & the Website.
- It is compulsory to bring the child for the interaction session. Both parents must accompany the child.
- In case any parent is absent for the interaction, an application giving the reason for the absence is to be brought along.
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- Print out of the form along with the following documents:-
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      1. Name of the child
      2. Name of the father
      3. Name of the mother
      4. Date of Birth (in words or figure)
      5. Place of Birth
      6. Religion (Optional – To be mentioned, if the religion has to be entered in child's school record).
      7. Child's Mother tongue.
      8. Caste Certificate of the child, if available
      9. Aadhar Card if available
      10. .Medical Certificate – Compulsory in case of any sickness or Disability.
      11. Adoption Deed – if applicable

**STEP – 8 – AN EMAIL WILL BE SENT ON  
YOUR REGISTERED EMAIL ID**

4. One recent passport size photograph of the child to be uploaded on the form.
  5. For Catholics, additionally please attach the Xerox copy of the Baptism certificate (Original to be brought for verification) and the letter from the Parish Priest (original).
  6. For Christians, kindly bring the Original Baptism certificate & it's Xerox of both the Parents & child and a letter from the Parish Priest. (original)
  7. Xerox copy of the residence proof in the name of the parents. (Electricity bill / BSNL bill / Ration card / any other Government document) (Original to be brought for verification)
- The date and time for the interaction session will be displayed on the Notice board & the website. Both Parents will have to come to the school with your ward for the interaction session.
  - Your application will not be considered for the admission procedure if you do not come for the interaction session.

Kindly note you should use the Registration Number to check any updates to the application by the school administration.

**Click here** to view existing application.

Kindly note your child is underage ? the age of your child as on 12/31/2021 is (2 Year(s), 11 month(s), 28 day(s)). You are requested to submit the undertaking for underage, which is available here

Kindly note you are not staying in the preferred area ? you are requested to submit the undertaking for distance, which is available here

Regards

Principal,  
Don Bosco, Naigaon.