

**MORAVIAN INSTITUTE**

"Zhan – Phan – Ling", Rajpur, Dehradun, UK 248009

Telephones: 0135-2734358, 0-7060306639

e-mail : moravian.institute@gmail.com

Please affix here
a recent
passport sized
photograph
of the child

APPLICATION FORM for ADMISSION to SCHOOL SECTION in 2018-19

To,
The Principal
Moravian Institute
'Zhan-Phan-Ling"
Rajpur, Dehradun
Uttarakhand 248009

Date: _____

Sir,

I request you to kindly admit my son / daughter / ward,* (* Please delete whatever is not applicable) named _____ in your Institute's SCHOOL SECTION as a PUPIL. In requesting admission I understand that his/her* name will be placed on the Institute's waiting list for admission to the class I have requested. If, at admission time he/she * is not admitted due to lack of space or for any other reason, I shall accept your decision as final and binding on me. I also understand that the Application Fee is not refundable.

BELOW ARE OTHER PARTICULARS REQUIRED

1. (a) Date of Birth of child : _____ (b) Place of Birth of child : _____
2. (a) Nationality : _____ (b) Caste / Tribe of People : _____
- (c) Religious background : _____ (d) Male or Female : _____
3. (a) School being attended at present (Please give name, address and phone number) : _____
- (b) Board to which affiliated : _____ (c) Class in which studying : _____
4. Class & Date for which admission is requested in Moravian Institute Class : _____ Date : _____
5. Father's name : _____ Occupation : _____
- Position Held : _____ Name of Employer, if any: _____
- Employer Contact Details : _____
6. Mother's name : _____ Occupation : _____
- Position Held : _____ Name of Employer, if any : _____
- Employer Contact Details : _____

If my child is admitted, I have no objection to him/her studying or accepting your school's religious instructions and prayers. I also promise that he/she, my family, friends and I will abide by all the rules and regulations of Moravian Institute, and will cooperate in every way possible to support the Institute in its mission to educate my child.

FATHER'S NAME _____ FATHER'S Signature _____

MOTHER'S NAME _____ MOTHER'S Signature _____

LEGAL GUARDIAN'S NAME _____ LEGAL GUARDIAN'S Signature _____

Telephone No.

Alternative Telephone No.

e-mail ID.

Permanent address of Parents / Legal Guardian :

Address for Correspondence (if different from above) :

Other Telephone Numbers

Alternative e-mail ID.

LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION FORM :

1. **Marksheets / Report Cards** of the last **two** academic years (even if the latest one is incomplete) from the previous school in **original** with one photocopy each. Also, if the above marksheets / report cards do not have any indication of the School's recognition or affiliation, a separate certificate from the Principal of the previous school is required stating which Examining / Education Board the School is recognized by or affiliated to.
2. **Birth Certificate of Child** issued by municipality's Registrar of Births (if in city area), or Birth Certificate of child issued by Gram Pradhan (if in rural area), or Armed Forces Record. No other Certification of Birth will be accepted (including Affidavit/T.C, etc).
3. If parent/parents are not applying on behalf of the child, a proper reason must be given for this in a separate explanatory letter attached to this Application Form. The person who is applying in place of the parent/parents must be the **legal guardian**, who must submit a copy of the **Court Order** giving him/her guardianship of the child.

Transfer Certificate (TC) or School Leaving Certificate (SLC) from previous school must **NOT** be submitted until admission is confirmed in writing by the Principal. Moravian Institute will not be responsible for the consequences if parents / legal guardians take TC/SLC from the previous School before admission in Moravian Institute is confirmed.

Please submit this form with the Application-cum-Placement Test Fee. Refer to the Fee Schedule for the amount.

FOR OFFICE USE ONLY

This Report was received on (date): _____ by _____ (Signature of Moravian Institute Staff)

Application-cum-Placement Test Fee Rs. _____ received on (date) _____ R.No. _____

Documents Submitted by Parents / Guardian

- Report Cards / Marksheetworks for years _____ and _____
- Previous school's Affiliation / Recognition Certificate
- Birth Certificate: issued by Municipality Gram Pradhan Armed Forces

Placement Test Results

English _____ Mathematics _____ Hindi _____ EVS _____ Geography _____ History _____ Science _____

Remarks: Suitability of the Child for placement in Class _____ and other considerations _____

(School Head) Date: _____

Application Fee Rs. _____ received on (date) _____ R.No. _____

Security Deposit Rs. _____ received on (date) _____ R.No. _____

Admission Fee Rs. _____ received on (date) _____ R.No. _____

Other Fees Rs. _____ received on (date) _____ R.No. _____ (purpose) _____

Other Fees Rs. _____ received on (date) _____ R.No. _____ (purpose) _____