

# MORAVIAN INSTITUTE

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

Telephones: 0135-2734358, 706030-6639, 706030-6641

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Please affix here  
a recent  
passport sized  
photograph  
of the child

## APPLICATION for ADMISSION to SCHOOL SECTION in 2024-2025

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

Date of Submission of this Application Form : \_\_\_\_\_

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's Contact Details : _____			
6.	Mother's name :		Occupation :	
	Position Held :		Name of Employer, if any :	
	Employer's Contact Details : _____			

If my child is admitted, I have no objection to him/her studying or participating in your School's Christian 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 fully 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 \_\_\_\_\_

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.

**CONTACT INFORMATION**

Telephone No. \_\_\_\_\_ Alternative Telephone No. \_\_\_\_\_ e-mail ID. \_\_\_\_\_

**Permanent address of Parents / Legal Guardian :**

\_\_\_\_\_

\_\_\_\_\_

**Current Residential Address (if different from above) :**

\_\_\_\_\_

\_\_\_\_\_

Other Telephone Numbers \_\_\_\_\_

Alternative e-mail ID. \_\_\_\_\_

**List of Documents Required to be Submitted with this 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 indicate the School's recognition or affiliation status, 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. As per law, Affidavit / TC / other certification of Birth is NOT acceptable.
3. **Legal Guardian's Court Order**, giving him/her guardianship of the child, if parents are not applying.

**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 Cost. Refer to the Schedule for the amount.**

**FOR OFFICE USE ONLY**

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

**Checklist of Documents submitted by Parents / Guardian**

Report Cards / Marksheetworks for years \_\_\_\_\_ and \_\_\_\_\_

Academic & Enrichment Activities History Form \_\_\_\_\_

Previous school's Affiliation / Recognition certified or recorded on Official Document \_\_\_\_\_

Birth Certificate: issued by \_\_\_\_\_ Municipality \_\_\_\_\_ Village Head \_\_\_\_\_ Armed Forces \_\_\_\_\_

**Placement Test Results (for admission in Class 8 and below)**

English \_\_\_\_\_ Mathematics \_\_\_\_\_ Hindi \_\_\_\_\_ EVS \_\_\_\_\_ Geography \_\_\_\_\_ History \_\_\_\_\_ Science \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ (Co-ordinator's signature) Dated: \_\_\_\_\_

Application-cum-Placement Cost Rs. \_\_\_\_\_ received on (date) \_\_\_\_\_ R.No. \_\_\_\_\_

School Section Admission Cost Rs. \_\_\_\_\_ received on (date) \_\_\_\_\_ R.No. \_\_\_\_\_

School Section Security Deposit Rs. \_\_\_\_\_ received on (date) \_\_\_\_\_ R.No. \_\_\_\_\_

Other Contributions Rs. \_\_\_\_\_ received on (date) \_\_\_\_\_ R.No. \_\_\_\_\_ (purpose) \_\_\_\_\_

Other Contributions Rs. \_\_\_\_\_ received on (date) \_\_\_\_\_ R.No. \_\_\_\_\_ (purpose) \_\_\_\_\_