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**D.A. V. Public School, Pakhowal Road, Ludhiana**

## **Instructions for Filling of Online Registration Form**

### **Step 1: Know your ward's eligibility:**

Parents are requested to ensure eligibility of their wards before applying online. Applications of candidates who do not fulfill eligibility criteria mentioned below will automatically stand cancelled.

- Pre KG - 2 years and 6 months to 3 years 6 months as on 31.03.2019**  
(Child should be born between 30.09.2015 to 30.09.2016)
- L KG - 3 years and 6 months to 4 years 6 months as on 31.03.2019**  
(Child should be born between 30.09.2014 to 30.09.2015)

### **Step 2: Apply Online**

**The documents to be uploaded with the admission form must be of the size less than 500 KB.**

How to fill form:

- Go to school website [www.davpakhawal.com](http://www.davpakhawal.com). You will find the link to proceed for Online Registration under the **Admission tab**.
- Open the given link
- **Select Class Pre KG/LKG**  
**Date of Birth:** Should be mentioned clearly as per the DOB (Date of Birth ) certificate . Any discrepancy in the above will result in disqualification.
- **Email ID:** A valid and currently being used Email ID must be mentioned in the space provided for further correspondence. **Please ensure that you write your correct email address as further communication will be done through this email address only.**

### **Fill in the following Details**

#### **1. STUDENT DETAILS**

- **Fill name of candidate**  
*As mentioned in DOB certificate. In case name is not mentioned in DOB certificate then name declared by the parents at the time of filling form will be considered final.*
- *Adhar Card Number is not mandatory.*

## **2. SIBLING DETAILS:**

**Only the information about real brother / sister should be filled.**

### **Step 3 : Payment of Fees**

- Click Submit to go for payment.
- Make payment of rupees 1100/- (registration fee). Payment can be made through debit/credit card / net banking.
- Once the payment is successful, your form will automatically get submitted.
- **Take a print of the receipt after payment.**

### **Step 4: Interaction with Applicant child**

- Parents are supposed to bring original Documents for verification on Interaction Dates.
- Interaction date and time will be intimated to you through email. So, kindly keep checking your mail time to time.

- **NOTE : In case of any difficulty in making payment you may contact:  
Mr. Karan – 8360763731 , 9915965598**