



METAS ADVENTIST SCHOOL

P.O.BOX.NO.24, ATHWALINES, SURAT - 395001, GUJARAT, INDIA.

JUNIOR KG (Jr.KG) ADMISSIONS 2018 – 19

TRAINING GUIDE

1. This Training Guide is only for the purpose of Registration and registration does not imply Admission. Admission is left to the discretion of the Management.
2. Due to changes in the Jr.KG (2018-19) admission procedure, parents are requested to read through the Training Guide carefully before initiating the registration process.
3. Kindly check the school website for information about the date of Registration. (www.suratschool.metasofsda.in)

JR.KG ADMISSIONS 2018 – 19

TRAINING GUIDE

The online form is implemented for your convenience so that you can avoid standing in long queues for hours. The online application should be filled carefully and submitted on time. **You are solely responsible for the data entered.** Any data error while filling the form may lead to the rejection of the application.

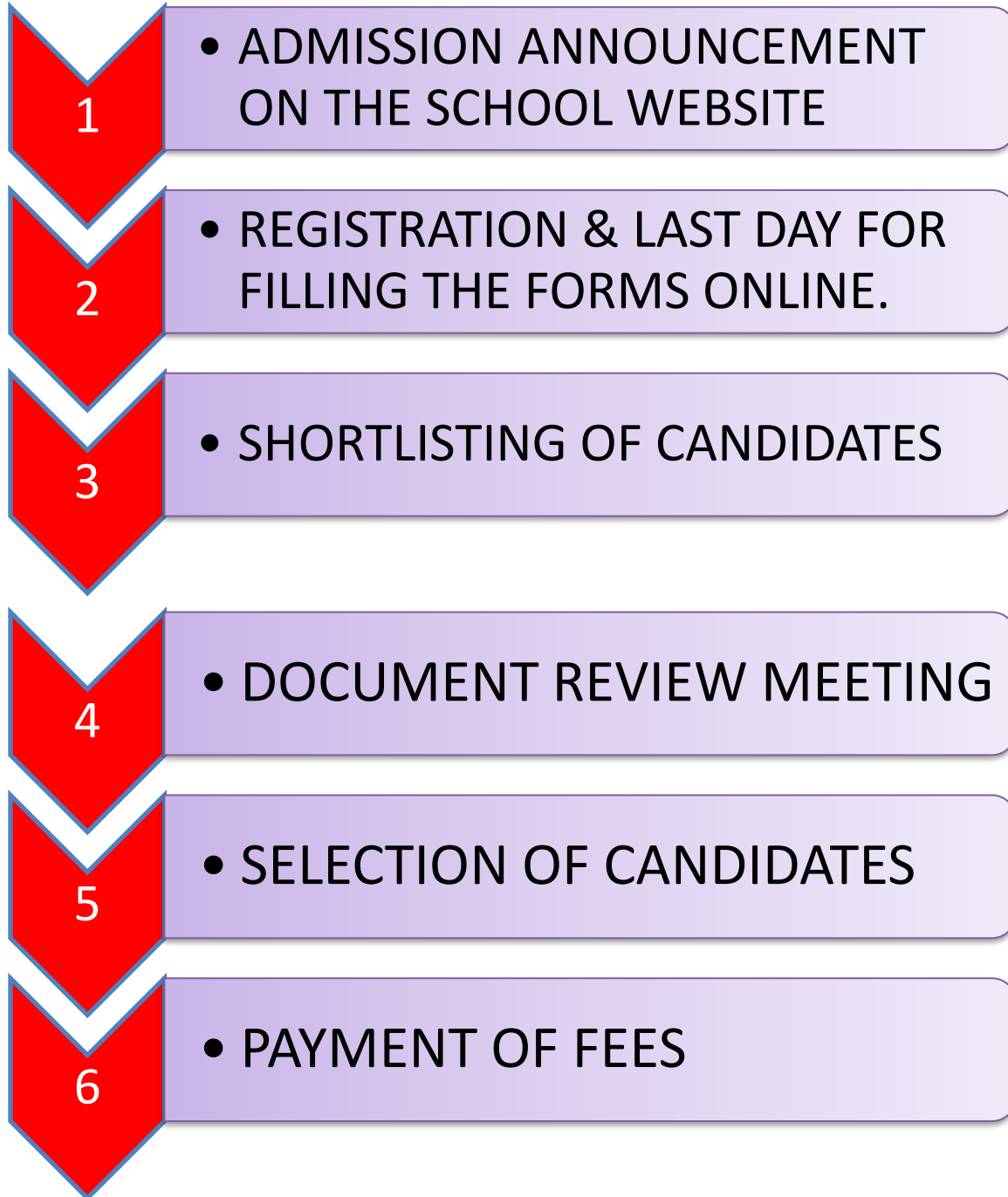
NOTE: This is purely a registration process and it does not imply confirmation of admission.

- Parents are requested to check the school website (www.suratschool.metasofsda.in) for the latest updates/development with regard to Jr.KG Admissions.
- Children born between **10 December 2013** and **10 December 2014** are only eligible for admission. There won't be any relaxation in the age criteria.
- Please do not make any inquiries in the school regarding admission. The School website is your best source of information.
- Applicants are advised to submit only **"One Entry"** for the application. Multiple entries of a single application can render all the applications submitted as **"Duplicate"** and will be **"Rejected"**. This rejection of the application is done automatically. The school is not responsible for such rejected applications.
- **Please DO NOT FILL THE APPLICATION on a mobile device. The application can only be correctly completed from a DESKTOP/LAPTOP computer. It is recommended to use a minimum internet speed of 1 Mbps to fill the application.**
- Please note that the mobile number used to register will be used for all communication, status updates etc. with regard to your application.

IMPORTANT NOTE:

The number of applications we receive is well in excess of the number of children we admit. This results in disappointment to all those who cannot be accommodated. While we do understand your concern as a parent, we trust that you will appreciate our constraints in case your child is not granted admission. Parents are advised to fill forms for admission in other schools as well so that your child is granted admission in one of the schools.

ADMISSION SCHEDULE



STEP 1: ADMISSION ANNOUNCEMENT

The dates for the admissions will be announced on the School website only (www.suratschool.metasofsda.in). Announcements are made regarding the opening and closing dates for registration. Please be informed, the portal shall remain open during the mentioned dates.

STEP 2: REGISTRATION & SUBMISSION OF ONLINE FORM

REGISTRATION:

- Register your mobile number to begin the application process.
- You will receive a password on your mobile via SMS. After signing into the registration module, you will be able to change your password by clicking 'Change Password'.
- The registered mobile number shall be used for all communication thereafter.

FILLING THE APPLICATION FORM:

After creating a username and password, proceed to fill the application form.

The application form has four sections to be filled:

1. Applicant
2. Father/Mother
3. Brother/Sister (if applicable)
4. Declaration

On submission of the form, the applicant will receive an SMS from the School.

You will need scanned copies (.jpg, .png, .bmp, .gif files) of the following documents in order to complete the application form. Keep them ready before proceeding the registration.

- a. Photograph of the Child, Father, and Mother.
- b. Residence Proof document.
- c. Birth Certificate.
- d. Leaving Certificate of the parents, if alumni.

Sample SMS

Your Reference ID is METAS/18-19/JRKG_XXXXXX. Kindly check the school website on (XX/XX/2018) for the shortlisted candidates. Please do not visit/call the school office for any enquiry.

Sd/-

President & Principal

STEP 3: SHORTLISTING

The School Management shall shortlist the candidates based on a Points System (Neighborhood, Siblings, Alumni). The names of the shortlisted candidates will be displayed on the school website while an SMS will be sent to the registered mobile informing the date and time for **Document Review Meeting**.

After receiving the SMS, the shortlisted applicants are expected to login with their user ID and Password to proceed for payment of the application fees and print the application form.

SAMPLE SMS

Your Reference ID METAS/18-19/JRKG_XXXXXX is selected for **Document Review Meeting** on XXXX at XXXX. Use the registered mobile number and password to login and pay the application fee to print the form.

STEP 4: DOCUMENT REVIEW MEETING

The shortlisted candidates are expected to report for **Document Review Meeting** on the stipulated date and time only. Parents of the shortlisted candidates are expected to carry the following documents for verification:

1. Printed Application Form.
2. Original Municipal Birth Certificate of the child. Affidavits in lieu of Original Birth Certificate will not be accepted.
3. Two Stamp-Sized Photographs of the Child, Father, and Mother.
4. Original Proof of Residence (Electricity bill, Driving License, Rental agreement, Ration card, Passport, Aadhar card) and 2 photocopies.
5. TC or Marksheet of the Parent, if either of the parents is an alumnus.

STEP 5: SELECTION OF CANDIDATES

Selected candidates will be notified by SMS.

SAMPLE SMS:

Reference ID METAS/18-19/JRKG_XXXXXX has been selected. To confirm admission, kindly pay fees between XXXX to XXXX on XXXX. Fees can be paid online or at the School Fee Counter.

Note: Please **DO NOT DISTURB** the school authorities during the entire registration process. There are limited seats available, hence your co-operation is appreciated.

STEP 6: PAYMENT OF FEES

Fees can be paid online (using your login ID and Password) or at the School Fee Counter. Parents failing to pay the fee on the stipulated date will have no claim on admission.

Documents are required to be submitted electronically (.jpg, .bmp, .png, .gif formats only).

MANDATORY DOCUMENTS –

1. Photograph of the Student Applicant, Father, Mother (Allowed dimension 450 x 450 (less than 100 KB).
2. Municipal Birth Certificate (Allowed dimension 2048 x 4096 less than 5120 KB).
3. Residence Proof (Allowed dimension 2048 x 4096 less than 5120 KB).

OPTIONAL DOCUMENTS (as applicable)

4. Marksheet/Leaving Certificate (only in case the father or mother being an alumnus of METAS ADVENTIST SCHOOL) (allowed dimension 2048 x 4096 less than 5120 KB)
5. Aadhar card of the student applicant, Father, Mother. (allowed dimension 2048 x 4096 less than 5120 KB).

TERMS AND CONDITIONS:

The applicants are to agree and acknowledge that they shall be solely responsible for their decision to agree and accept the terms and conditions mentioned herein and accordingly proceed for filling the online admission form.

It has to be purely voluntary on the part of applicants.

Please read the following instructions carefully before filling the form.

1. The online registration is only for the Jr.KG at METAS ADVENTIST SCHOOL, Surat.
2. Incomplete registration forms will not be accepted/valid.
3. The online process is only a registration process and registration does not imply admission.
4. Shortlisting and selection of applicants will be based purely on Point System.
 - a. **Neighborhood Points:** Points will be given based on the proximity to the school. Parents are expected to enter the correct address matching with government valid residential proof.
 - b. **Sibling Points:** Points will be given if the child's biological/blood brother or sister (sibling) is currently studying in the school.
 - c. **Parents and Alumni points:** Points will be given if either of the parents is the alumnus of the school.
5. Selection of the shortlisted candidates will be made after the verification of documents.
6. For admission in Jr.KG, the child should not be less than 3 years 6 months and not more than 4 years 6 months as of 10 June 2018.
7. Children born between **10 December 2013 to 10 December 2014** are only eligible for admission. There won't be any relaxation in the age criteria.
8. No child will be given admission on forged or dubious documents.
9. **Parents are to agree and accept the fee structure given before filling the admission form online.**
10. The school shall not be responsible for any inconvenience, fraud, misappropriation. etc. in the process of online payment.
11. The school is not accountable for any unpredictable/unanticipated eventuality like server failure or crashing or hacking. etc. In such an event, the school reserves the right to take appropriate decision.
12. The applicants failing to attend the **Document Review Meeting** shall have no claim on admission.
13. The original documents submitted to the school must match with the details provided while filling in the online admission form.

14. No caste reference will be incorporated later on, including in the LC, if not sought at the time of admission.
15. Parents are requested to keep checking on to the school website (www.suratschool.metasofsda.in) for the latest updates/development with regard to the admissions.
16. Parents are to agree that the school shall not be held liable for any loss or damages arising out of the use of, or reliance on the information contained on the website including its failure to comply with these terms and conditions owing to the eventuality beyond the reasonable control of the school.
17. The management reserves the right to amend any of the Provisions/Terms and Conditions as it deems fit, without consultation and prior notice. For this reason, parents are requested to keep checking on the school website for latest updates/development.
18. Please note, as the School does not provide any form of transportation for children to and from School, parents are advised to make necessary transportation arrangements for their child/ward.

SAMPLE APPLICATION



METAS ADVENTIST SCHOOL

P.O.BOX.NO.24, ATHWALINES, SURAT - 395001, GUJARAT, INDIA.

New User?

Mobile No. (10 Digit Only)

SIGN UP

Note :-
Don't have an account? Specify your mobile no. above and click on Sign Up.

Login

Mobile No. (10 Digit Only)

Password

OR

SIGN IN

[Forgot Password?](#)

1.APPLICANT

2.FATHER/MOTHER

3.BROTHER/SISTER

4.DECLARATION

If you have twins only, please select this check box or else proceed.

Seeking Admission Class :

JR.KG

(*) means mandatory field, compulsory to fill.**Applicant Details**

First Name *

Father's Name

Surname *

Date of Birth

Date *

Month *

Year *

Gender *

Blood Group *

Differently Abled? *

Birth Registration Number *

[Click here for Sample Copy of Birth Registration Number](#)

Aadhar No.

While it is mandatory, you can still proceed without it.

No Image[Zoom](#)

Birth Certificate Image *

 No file chosen[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

No Image[Zoom](#)

Aadhar Card Image

 No file chosen[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

Child Photo *

 No file chosen[Remove Photo](#)

Allowed Dimension 450x450 of Size 100KB
Allowed Extension jpg, bmp, png, gif formats.

Applicant's Birth Details

Place of Birth: City/Village *

Taluka *

District/State *

Nationality *

Mother Tongue *

Religion *

Caste

Sub Caste

No
Image

[Zoom](#)

Caste Certificate Image

No file chosen

[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

Current Address

Country *

State *

City *

Pincode

Area *

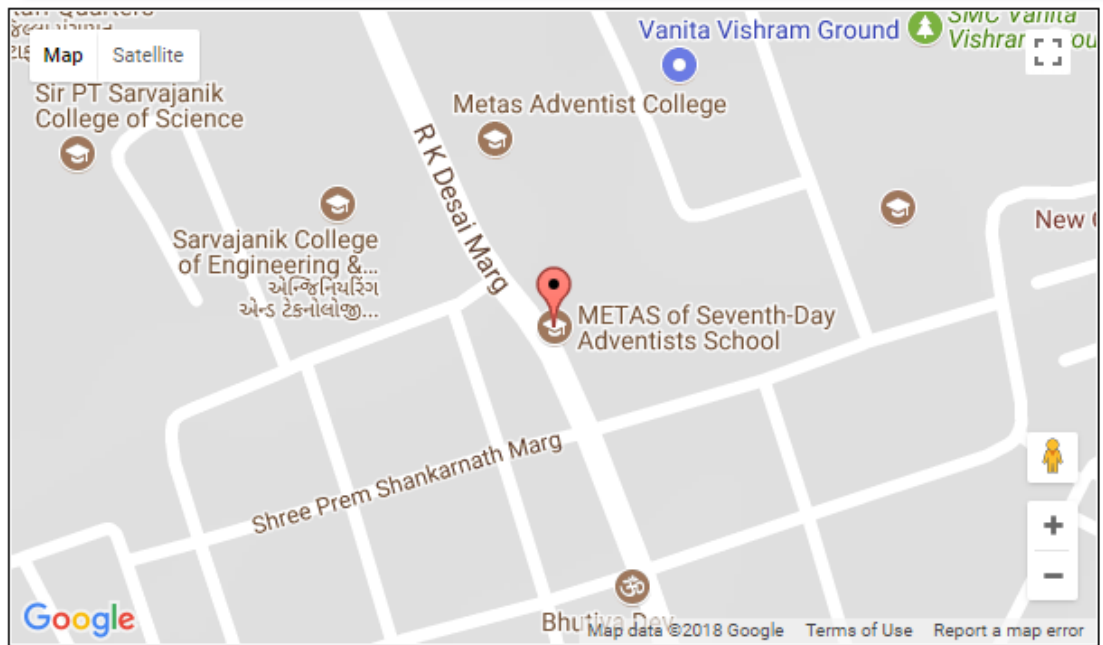
Landmark

Flat/Building *

Street Address *

Instructions for pointing the placemark holder () on the map:

- Please enter the name of your residential building with the area (e.g. Surya Kiran Apartments, Ghod Dod Road, Surat) in the FIND field.
- The Placemark (Red balloon) should be accurately placed as per the applicant's residential address proof.
- If you cannot locate your address on the map, kindly enter the nearest landmark in the field provided below the map.
- The neighborhood points are purely calculated based on the location that is provided by you on the map.
- Deliberate selection of false locations can lead to cancellation of neighborhood points.



Click to locate Placemark

Enter Nearest Landmark

FIND

SAVE AND NEXT >>

1.APPLICANT ✓

2.FATHER/MOTHER

3.BROTHER/SISTER

4.DECLARATION

(*) means mandatory field, compulsory to fill.

Father/Guardian's Personal Details

First Name *

Father's Name

Surname *

Age *

Nationality *

INDIAN ▼

Country of Residence *

INDIA ▼

Father's Occupation *

Mobile No. * (10 Digit Only)

9714755044

Email * (Email will be sent on this email address)

Father's Photo *



Choose File No file chosen

[Remove Photo](#)

Allowed Dimension 450x450 of Size 100KB
Allowed Extension jpg, bmp, png, gif
formats.

Mother's Personal Details

First Name *

Husband's Name

Surname *

Age *

Nationality *

INDIAN ▼

Country of Residence *

INDIA ▼

Mother's Occupation *

Mobile No. (10 Digit Only)

Email

Mother's Photo *

**No
Photo**

No file chosen

[Remove Photo](#)

Allowed Dimension 450x450 of Size 100KB
Allowed Extension jpg, bmp, png, gif
formats.

Single Parent

Single Parent *

NO ▼

Document(s) (*) means mandatory field, compulsory to fill

Current Address Proof *
(with relevant KYC
Document)

(As located on the map.)

No
Image

[Zoom](#)

Address Proof Document Image *

No file chosen

[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

Father's Aadhar No.

While it is mandatory, you can still
proceed without it.

No
Image

[Zoom](#)

Father's Aadhar Card Image

No file chosen

[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

Mother's Aadhar No.

While it is mandatory, you can still
proceed without it.

No
Image

[Zoom](#)

Mother's Aadhar Card Image

No file chosen

[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

Alumni Details (Parents who studied in the school)

Is Father Alumnus of School? *

YES ▼

e.g. Transfer Certificate, Report Card
or Migration Certificate

Is Mother Alumnus of School? *

NO ▼

e.g. Transfer Certificate, Report Card
or Migration Certificate

No
Image

[Zoom](#)

School issued document Image *

No file chosen

[Remove Image](#)

Allowed Dimension 2048x4096 of Size 5120KB
Allowed Extension jpg, bmp, png, gif formats.

<< PREVIOUS

SAVE AND NEXT >>

1.APPLICANT ✓

2.FATHER/MOTHER ✓

3.BROTHER/SISTER

4.DECLARATION

(*) means mandatory field, compulsory to fill.

Sibling (Blood Brother or Sister)

Sibling (Blood Brother or Sister)
Does the applicant have a sibling studying in the school? *

YES ▼

G.R.No.

ADD

Sibling Added Successfully

List of Sibling currently studying in School

Sr.No.	G.R.No.	Student Name	Class	Relation
1.	19999	DHANVI KAMAL KHAMBHATI	JR-KG-A	SISTER

<< PREVIOUS

SAVE AND NEXT >>

1.APPLICANT ✓

2.FATHER/MOTHER ✓

3.BROTHER/SISTER ✓

4.DECLARATION

I hereby declare that the information filled in the online registration form is true and accurate to the best of my knowledge. I also agree that, if any information is false or found to be incorrect, this application may be rejected and could lead to the cancellation of the admission.

I fully understand that submission of this form is purely for the purpose of registration and not an entitlement for admission. I appreciate the fact that the acceptance of this application is entirely left to the discretion of the school management and does not, in any way, guarantee admission.

I hereby state that by signing the application digitally or otherwise implies unconditional acceptance of the school admission procedures, rules, regulations, and fees enforced and it may change from time to time without prior notice.

I Agree with Declaration and [Terms and Conditions](#).

<< PREVIOUS

SUBMIT APPLICATION

Confirm Dialog



Kindly review and confirm the filled details before you submit the form. Once the form is submitted, changes will not be possible.

CLOSE

SUBMIT



YOUR REFERENCE NUMBER

METAS/18-19/JR.KG_345184

Your form has been successfully submitted.