

## **Class IX Admissions 2025-2026**

### **FAQs**

Q1. I wish to admit my child to your school. What is the procedure?

Ans. You are required to register your child online. The application form is available on the school portal. The registration process consists of two steps:

Step 1 - Filling out the application form

Step 2 - Payment of non-refundable registration fee

Q2. What are the admission requirements?

Ans. Fill up the application form online and upload the scanned copies of the following documents:-

- Birth Certificate issued by the Municipal Corporation or an equivalent authority.
- Passport size photograph of the applicant
- Residence Proof (Ration Card/Smart Card issued in the name of parents mother/father having name of the child, Domicile Certificate of child or his/her parents, AADHAAR Card / Voter Identity Card / EPIC of any of the parents or child, Electricity bill/ MTNL telephone bill/Water bill/Passport in the name of any of the parents or child, Unique Identity Card of Mother / Father issued by the Government of India.)
- Final/Term 1 Report Card of Class VIII Academic session 2024-2025.

Q3. Will there be a formal interview of the child or parents?

Ans. Yes, a formal interview is part of the admission process

Q4. Will a rent agreement be accepted as proof of residence?

Ans. No, a rent agreement will not be accepted.

Q5. What is the procedure if I have no documents as proof of residence?

- Ans.
- Apply for the necessary documents immediately and attach the acknowledgement slip while filling out the form.
  - Ensure the required document is available at the time of verification.

Q6. What should I do if I do not have a copy of my Final Report card of Class VIII for 2024-25?

Ans. If the final report card of Class VIII is unavailable, upload the report card of the Term-I. However, the final report card will be required later if the candidate is short listed for the admission.

Q7. I have made a wrong entry while filling out the form. What should I do?

Ans. Please fill up a fresh form.

Q8. What should I do if I cannot provide some mandatory information in the form?

Ans. Please write NA in the field and proceed.

Q9. Do I need to bring original or photocopies of documents for verification?

Ans. Original as well as attested photocopies of documents need to be brought for verification.

Q10. I tried submitting the filled online application, but I got a blank page. I waited for 10 minutes but nothing happened. What should I do?

Ans. Please check the following :

- Use a laptop or desktop for filling the form instead of a smart phone or any other gadget.
- Ensure you are using the latest version of Google Chrome as the application form works best in this browser.
- While uploading the scanned copies of the documents, ensure that all the documents and photographs are in .jpeg / .jpg/ .png/ pdf. format.
- Ensure a stable internet connection with good speed before uploading the documents and payment of application fee online.
- Avoid using special characters (eg ' " ) in the form or in the file name of your uploads.
- If you have received a registration number after filling up of the form, your form is submitted. However, the application process is not complete until the payment is made.

Q11. When will the results of the Admission test be declared?

Ans. If your child is shortlisted, you will receive a call from the school.

**For any queries not listed above, please contact us by email at:**  
**[applicationsfor9@dpsrohini.com](mailto:applicationsfor9@dpsrohini.com)**