

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION



Documents must be attached in the following order:



CHILD



1

Birth Certificate (Issued by Municipal Corporation) with complete and correct name of Child, Father & Mother. Names should match with those filled in Registration form. This information will be saved as such in school profile and same will be carried forward for e-Punjab and CBSE Record.



2

First Born Self-Declaration duly signed affirming that the child seeking admission is your First-Born Child.



3

Latest Photograph:

- A. Passport size photograph of the applicant child in jpeg format.
- B. Separate passport size photograph of both parents / parent (in case of single parent).



4

Aadhaar Card Number of the child (If just applied , mention Enrolment No.)



5

Adoption Deed in case of an adopted child.



6

If Foreign National , please attach the attested copies of the following documents:-

- A. Valid Passport
- B. Valid Visa + Residential Permit or PLO Card



All documents must be self-attested and clear.

Incomplete or incorrect documents may lead to rejection of registration.



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Documents must be attached in the following order:



PARENTS



1

Residence Proof:

- A. Voter ID Card /Passport/Driving License/ Aadhaar Card.
- ☐ If living in rented accommodation: Bank Pass Book/Recent Utility bill/Registered Rent Deed (at least of 6 months prior)
- B. Print out of **Google Map** reflecting distance of the applicant's residence from BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana.
(Name of our school and the area of your residence should be clearly visible in the image.)



2

Qualification Proof of Father & Mother (Degree or Diploma Certificate/ Final Year Mark List)

- A. In case of Diploma with degree, attach copy of both Degree and Diploma Certificate with proof of the duration of the course.
- B. In case of single parent ,only the qualification of the parent who has the custody of the child to be filled.



3

Alumni Proof, if any

(X /XII Certificate issued by CBSE).



4

Name change proof of Father/Mother

(If the name given in the qualification certificates does not match with that mentioned on DOB of the child)

- A. **In Case of change in Surname:-** Registered Marriage Certificate / Passport /Affidavit duly attested by Notary.
- e.g. On DOB of the child the following names are mentioned.
Father-Mukesh Chopra Mother – Pooja Chopra
- ☐ On All qualification certificates (Before marriage) Pooja Khanna D/o Ramesh Khanna. Any relevant document to support that Pooja Chopra and Pooja Khanna is the same person.
- B. **In case of change in First Name:-** Affidavit duly attested by Executive Magistrate only.



5

Relevant Legal Document in case of Single parent.
(Divorce Decree/Legal Separation Document (duly attested by Lawyer)/ Death Certificate of spouse.)



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