

ST.MATTHEWS' SECONDARY SCHOOL

Jotana, Jhadol 313702, Rajasthan

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The School **registration process** starts with the filling of the Application Form, paying the applicable registration fee, if any, and submitting the documents listed below to the school office.

Checklist

1. **Visit St. Matthews School, Jotana**

Visiting St. Matthews is an important part of the admissions process. Plan a visit through complete the form in school website.

2. **Application Form** can be collected from the school office or download from www.stmatthews.co

3. **Return Application**

All applications must be completed and submitted at the school office no later than June 30, 2021. **However, we appreciate receiving your application as soon as possible.**

4. **Include with Application**

- Attach a recent passport size photo of your child.
- Self-attested photocopy of the child's birth certificate
- Self-attested photocopy of the child's permanent and current residence proof Or
- Self-attested photocopy of child's and parent's Aadhaar cards.
- Previous reports (*i.e.*, report cards, transfer certificates, etc.) where applicable

5. **Parent Signature** on the application form.

6. **Parent Meeting & Entrance Examination**

In our effort to get to know one another better, we request that applicant parents to meet with a member of our Admissions Team. There will be an entrance examination if the child is joining in the higher classes.

7. **Admission Decisions**

Admission decisions will be informed to the parent either by phone or by email.