



Pre Primary to Class IX-School Admission

SESSION: 2024-25

GUIDELINES TO APPLY ONLINE

- To access the admission form, visit <http://mbiis.in/admissions> Click on the **"APPLY NOW"** button and select **"FRESH APPLICATION."**
- Fill in all the necessary details in the **APPLICATION FORM** and make a note of the assigned **FORM NUMBER**.
- For your convenience, utilize the **SAVE AS DRAFT** feature to review and edit the form before the final submission. Click the **"SAVE AS DRAFT"** button to save your progress.
- An acknowledgment email will be sent to you once you save the incomplete form. The email addresses provided on the online form will be used for any future communication/correspondence
- To revisit your draft application for editing, click on the **"RESUME EDITING SAVED APPLICATION"** button at <http://mbiis.in/admissions> Provide the **FORM NUMBER, CHILD'S NAME, and CHILD'S DATE OF BIRTH.**
- Upon completing the form, click the **"SUBMIT"** button for the final submission.
- **IMPORTANT:** Please ensure that all details are accurately filled in, as the form becomes uneditable once you click on the **SUBMIT** button.
- You will receive another acknowledgment email upon successful online submission. Press the **"VIEW/PRINT SUBMITTED APPLICATION"** button to download and print the form on portrait **A4 size paper.**
- Remember to upload recent passport-sized photographs of the Father, Mother & Child in the online application.
- Submit the printed application form along with the recent passport size photograph (one each of both the parents & the child seeking admission) & requisite self attested documents

- Click on the payment link to pay the registration fees. This confirms the application for admission. You are required to make a payment of Rs. 25/- (non refundable) by clicking on this link <https://forms.eduqfix.com/admi/add>

SUBMISSION OF APPLICATION FORM: 2024-25

The application form with the uploaded passport-sized photographs, requisite self-attested documents and the hard copy of receipt of Rs 25/- (non refundable) for Admission Registration Fee are to be submitted at:

**The Gate Office,
Manava Bharati India International School,
Panchsheel Park (South),
New Delhi – 110017**

Time: 9:00 am -12:00 noon Monday to Saturday (on all working days except 2nd Saturday.)

IMPORTANT:

- It is mandatory to submit all the mentioned documents in *the list of documents* required with the printed application form. Thereafter no complaints / queries will be entertained.
- The school reserves the right to cancel the application of any candidate at any stage in case of incomplete form, wrong/incorrect information/documents or incomplete submission of any required document(s) along with the printed online application form.

Note: In case a vacancy arises in the class applied for you will receive an email for further information about the admission process.