



## LIST OF DOCUMENTS REQUIRED

**#NOTE : ALL THE DOCUMENTS MUST BE SELF- ATTESTED BY BOTH PARENTS**

### **Documents are required in the following order:**

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 in School Profile as such and the same will be carried forward for e-Punjab Data/Cambridge Record.
2. **Self-Declaration Form** (in case of First-Born Child), duly signed affirming that the child seeking admission is your First-Born Child (Form available on Portal).
3. **Latest Photo**
  - A. Passport size Photo of the Child alone.
  - B. Passport size Photo of the applicant child with parents/parent (in case of single parent).
4. **Residence Proof:**
  - A. Voter ID Card /Passport/Driving License/ Aadhaar Card.  
# If living in rented accommodation: Bank Pass Book/Recent Utility Bill (Gas Connection or Phone) / Registered Rent Deed (at least 6 months prior).
  - B. Print out of Google map reflecting distance of the applicant's residence from BCM Arya , Shastri Nagar.
5. **Qualification Proof** of Father & Mother (Degree or Diploma Certificate/ Final Year Mark List)
  - A. In case of Diploma, attach copy of 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.
6. **Aadhaar Card Number** of the child (If just applied, mention Enrolment No.).
7. **Alumni Proof**, if any (X /XII Certificate issued by CBSE).
- ★ 8. **Name Change Proof of Father/ Mother** (If the name given in the qualification certificates does not match with that mentioned on D.O.B. of the child.)
  - A. In case of change in Surname - Registered Marriage Certificate/ Copy of Passport  
**OR**  
Any proof having the name of child's Father/mother with new surname along with their Father's / Mother's name.

**e.g. ON DOB OF CHILD FOLLOWING NAMES ARE MENTIONED**

Father- Suresh Chopra

Mother- Priya Chopra

#ON ALL QUALIFICATION CERTIFICATES (Before Marriage) Priya Khanna

D/o Ramesh Khanna- Any relevant document with Name Priya Chopra D/o Ramesh Khanna to prove that PRIYA CHOPRA and PRIYA KHANNA are same persons, is required.

**e.g. ON DOB OF CHILD FOLLOWING NAME IS MENTIONED**

Father's Name- Suresh Chopra S/o Ravi Chopra on Qualification Certificates Suresh Kumar

Any relevant document With Name Suresh Kumar S/o Ravi Chopra to prove that SURESH CHOPRA and SURESH KUMAR are same persons, is required.

**B.** In case of change in Father's or Mother's First name/Surname and absence of any Relevant Supporting Proof - Affidavit duly attested by Executive Magistrate ONLY, is required.

9. **Adoption Deed** in case of an adopted child.

10. **Relevant Legal Document** in case of Single parent.

(Divorce Decree/Legal Separation Document/Death Certificate of spouse.)

11. **(Classes EY-3(UKG) onwards) Report Card of Previous 2 years.**

**\*\*NOTE :**

- **ALL THE DOCUMENTS MUST BE SELF-ATTESTED BY BOTH PARENTS.**
- **KINDLY ADHERE TO VERIFICATION TIMINGS**