



STEWART SCHOOL BHUBANESWAR

CRPSQUARE, UNIT - VIII, NAYAPALLI, BHUBANESWAR

(A Christian unaided Minority Institution
under the Management of the Diocese of Cuttack, CNI)

E-mail : stewartbbsr@gmail.com, Website : http://www.stewartschoolbbsr.in



(Application Form for Registration of +2 COMMERCE Admission Session 2025 - 2026)

A - Issue of Registration form does not Ensure Admission

B - Admission Fee paid will be Non-Refundable and Non-Transferable

- General Instruction :**
1. Fill the form in CAPITAL LETTERS only.
 2. Do not enter registration number & receipt number by yourself.
 3. The form must be duly filled and signed by the parents only.
 4. Incomplete form will not be accepted.

Receipt No. : _____ Registration No. : _____ Serial No. : _____

(For Office Use Only)

Paste
Recent passport
size photograph
of father

Paste
Recent passport
size photograph
of mother

Paste
Recent passport
size photograph
of the child

Name of the student (Applicant) : _____

Date of Birth : Date Month Year

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Date of birth : _____

(in words) : _____

Aadhaar Number :

Class to which Admission _____ Age as on 31.03.2025: _____

Nationality : _____ Male/Female (Tick) Mother tongue : _____

Religion : _____ Caste : General / SC / ST / OBC / Other _____ Blood Group: _____

Name of the school last attended : _____

Present Residential Address (PLEASE GIVE COMPLETE CORRESPONDENCE ADDRESS IN BLOCK LETTER) :

_____ Pin _____

Land line No. : _____ / _____

Preferred Mobile Number for School SMS (Only one) : _____

CATEGORY (PUT TICK (+) IN APPROPRIATE BOX)

NCC		SCOUT/ GUIDE		ROVER/ RANGER		SPORTS	
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ACADEMIC RECORDS

EXAMINATION	BOARD/COUNCIL	CLASS/ DIVISION	YEAR OF PASSING	MAXIMUM MARKS	TOTAL MARKS SECURED	MARKS SECURED WITHOUT OPT.	REMARKS
HIGH SCHOOL OR EQUIVALENT EXAMINATION							

(Attach attested photo copies of pass certificates / marks sheets)

SUBJECTS OPTED FOR

COMPULSORY SUBJECT	ENGLISH			<u>Optional Subjects</u> - Accounts, Business Studies, Commerce, Economics, Physical Education & Computer Science.
OPTIONAL SUBJECTS	1.	2.	3.	

Submitted by me

Full Signature of the Applicant
Date :

Father _____ Phone Number : _____ Email Id (In capital letters) : _____ _____ (Kindly open an email ID in case you do not have one) Aadhaar Number : _____ Occupation / Business : _____ Designation : _____ Organisation where working : _____	Mother _____ Phone Number : _____ Email Id (In capital letters) : _____ _____ (Kindly open an email ID in case you do not have one) Aadhaar Number : _____ Occupation / Business : _____ Designation : _____ Organisation where working : _____
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Local Guardian Name & Address :

Signature

Permanent Address :

_____ Pin: _____

DECLARATION

I / We hereby certify that the above information provided by me / us is correct and / We understand that if the information is found to be incorrect or false, my ward shall automatically be debarred from the selection / admission process. I / We also understand that the application / registration / short listing does not guarantee admission to my ward. I / We will accept the process of admission undertaken by the school and I/We will abide by the decision taken by the school authorities.

	Name	Signature
Date : _____	Father : _____	_____
Date : _____	Mother : _____	_____

UNDERTAKING NO. - 1

I know that Stewart School, Bhubaneswar is a Christian Minority Educational Institution. The School begins with assembly, where religious instructions are imparted in Christian manner. I voluntarily give my willingness on behalf of my ward to attend the above assembly.

I hereby undertake that my ward will attend the school assembly.

Name of Father: _____ Name of Mother: _____

Signature of Father: _____ Signature of Mother: _____

UNDERTAKING NO. - 2

1. I..... Promise to abide by the rules of the school as mentioned in the School Diary and also available in School Website.
2. I will regularly visit the School website for taking notes of school notice.
3. I hereby give my consent that I will have no objection towards the decision of enhancement of school fee or any genuine hike that may occur from time to time as per the decision of School Management.
4. I will abide by the COVID guidelines at the time of Physical Classes.
5. I will respond to all notices through SMS/ School Diary from time to time.
6. I will attend all parent-teachers' meeting as and when informed by the school physically or virtual Parents-Teacher Meeting.
7. I will ensure that my ward will not carry single used only pack to school for carrying tiffin/ snacks /other articles.
8. I will ensure that my ward will attend On-line classes in the event classes are suspended due to any natural calamity or epidemic, I will ensure that my ward will write on-line examination in case classes are suspended.
9. In case of any child right violation happens to my child, I shall immediately report to CPO/ACPO (Assistant Child Protection Officer) of the School in written.
E-mail ID: _____ Phone No. : _____
10. To ventilate any other grievance, I will meet the Principal of Stewart School, Bhubaneswar on Wednesday between 5 -7 P.M. (This is without prior appointment)

Name of Student : _____

Date : _____

Parents Signature : _____

List of Documents attached :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Submitted by me

Full Signature of the Applicant

Date :

INTIMATION LETTER (Provisional)

Affix
adequate
Postage
Stamp

(To be filled in by the applicant)

Name of the applicant.....
Index No.....
Merit list.....
Class.....
Date of admission.....
Time of admission Form..... to.....

To
Name : _____
C/o. : _____
At : _____
P.O. : _____
Dist : _____
PIN : _____

N.B.: Bring three attested passport size photos and all original documents for verification.

PRINCIPAL
Stewart School, Bhubaneswar

INDEX LETTER

Affix
adequate
Postage
Stamp

(To be filled in by the applicant)

Index No.

Class applied for

Receiving Officer
Stewart School, Bhubaneswar

To
Name : _____
C/o. : _____
At : _____
P.O. : _____
Dist : _____
PIN : _____

DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION FORM

1. Passport size Photos of both the Parents and Ward to be affixed on the form at prescribed place.
2. Photocopy of the Birth Certificate of the ward duly self-attested by the Parents.
3. In case of Christian candidate, Baptism Certificate of both the parents have to be submitted along with recommendation of Church's Secretary / Pastor / Priest in the prescribed format (shall be given at the time of admission).
4. Photocopy of the proof of employment / Profession/Business/Shop (Self attested)
5. In case either of the Parents is an Alumni, photocopy of the ICSE Pass Certificate duly attested. (As per C of School specific Parameter in Page-2 of form)
6. In case the sibling of the applicant, is studying in Stewart School, Bhubaneswar, the photocopy of the previous year's report card duly self-attested by the parents.
7. Photocopy of Aadhar Card of both the parents duly self-attested.
8. Proof of local Residential Address (Self attested)
(Electricity Bill / Telephone Bill / Voter ID Card / Driving License)
9. Medical Fitness Certificate of the Child from a registered Pediatrician (in original)
10. Photocopy of Selection / Pre-Board Examination
11. Photocopy of Std.10 (ICSE/CBSE) Admit Card