

KENDRIYA VIDYALAYA IIT CHENNAI

Online Admissions class I 2021

Frequently Asked Questions (FAQ's)

1. Who is eligible to apply for class 1 ?

Any child born between 31.3.2013 and 1.4.2015 (both days inclusive)

2. Where do we apply?

Admission details available on the portal <https://chennaiiit.kvs.ac.in/>

3. How do we apply ?

Two ways

1) By using the link provided in the KVS Website (<https://kvsonlineadmission.kvs.gov.in>)

2) By downloading the Android mobile app <https://kvsonlineadmission.kvs.gov.in/apps/>

4. What are the documents to be kept ready for the submission of application

- i. a valid mobile number with Indian SIM card,
- ii. a valid email address,
- iii. a digital photograph or scanned photograph of the child seeking admission (JPEG file of size at most 256KB),
- iv. a scan copy of the child's birth certificate (JPEG or PDF file of size at most 256KB),
- v. details of government certificate in case you are applying under economically weak section,
- vi. transfer details of parent/grandparent whose service credentials will be used in the application.

5. What are the steps in applying for admission on the portal

There are two necessary steps involved in successfully submitting an application form.

- a) Registering on the portal: On successful registration, you will be assigned a unique **Login Code**.
- b) Filling and submitting application: The **Login Code** obtained after registration must be used to login and fill the online application form. After filling in the application form, it must be submitted by clicking on the **Submit Application** button. On successful submission, you will be assigned a unique **Application Submission Code**, that is different from the **Login Code**. Please note down your **Application Submission Code** and the list of documents to be submitted at the time of admission carefully.

6. Can we submit multiple applications for the same candidate?

You are strongly advised NOT to submit multiple applications to the same Vidyalaya for the same child. If any Vidyalaya detects multiple applications for the same child, all applications of the child to that Vidyalaya will be considered null and void.

7.Can we apply for different KVs for the same child ?

You can indicate choice of up to three (3) different Vidyalayas in India, **without any preference between Vidyalayas**, in a single form.

8.. What are the documents to be uploaded along with the application?

- i. a digital photograph or scanned photograph of the child seeking admission (JPEG file of size at most 256KB),
- ii. a scan copy of the child's birth certificate (JPEG or PDF file of size at most 256KB),

9. When will the supporting documents be asked for verification?

After submitting your application successfully ,You will also be shown a list of original documents to be submitted to a Vidyalaya at the time of admission in case provisional admission is offered by the Vidyalaya.

10. After registration at the portal will my application be considered for admission?

1. Only after both steps 5a and 5b above have been completed, is the application process completed. Completing only step 5a will NOT result in your application being submitted to KVS.

11. Is it alright if I register the mobile number of my friend or relative who is applying on my behalf ?

1. You are strongly advised to register your own mobile number (with Indian SIM card) and not that of relatives, friends, agents, cyber-cafe operators or others.
2. The OTP and other communication about admissions will be sent to the Registered mobile number

12.Will I be able to change the details in the application after Registration?

Details provided at the time of registration cannot be subsequently changed in the admission form

13.Will I be able to save a partly filled application and continue at a later stage?

Yes By clicking the Save Application button, the form is only saved for you to continue filling it in a later session. The form is NOT submitted to KVS by clicking on the Save Application button.

14. How do I know that the application has been submitted?

The only way to submit the form to KVS is by clicking on the **Submit Application** button after filling in the entire form, at the end of which an **Application Submission Code** is generated

15. Can I change details after submitting the application?

Once an application form has been submitted and Application Submission Code generated, the submitted application form cannot be edited

16. How can I make changes if needed after the application has been submitted?

If you realize that incorrect information has been submitted in your application, you have the option to cancel your submitted application. **Cancelling a submitted application requires use of an OTP that is sent to your registered mobile number.** This is meant to prevent accidental cancellation of a submitted application. **An application, once cancelled, cannot be revived, and the Application Submission Code for the application becomes null and void.**

Data from a cancelled application form will NOT be visible to KVS after cancellation of the form.

17. How can I reapply after cancellation of the form ?

After canceling a submitted application, you can re-apply using the same **Login Code** before the last date of submission of applications. However, this will be treated as a fresh application, and must be filled in and submitted all over again. A new **Application Submission Code** will be generated when the fresh application form is submitted.

18. Which of the code should I be remembering for future reference ?

Only your **Application Submission Code** (and not your **Login Code**) must be used for all communication with KVS and with the Vidyalayas you have applied to.

19. For Single girl child where should I submit the application ?

For admission application in Single Girl Child category, please submit the online application form and upload required documents like any other admission application. There is no need to contact the Principal of the Vidyalaya (to which the child is seeking admission) directly in this case.

20. How do I know that I have been selected for admission?

1. Mere registration and submission of the application form **DOES NOT** confer a right to admission to any child. Admissions will be offered by individual Vidyalayas, depending on available seats and as per KVS guidelines (**see here**) after examining application details, and after originals of all required documents have been produced at the time of admission.
2. Please check the results/shortlists of admissions with individual Vidyalayas on the dates announced by KVS/individual Vidyalayas for declaration of admission results on the website of the Vidyalaya-www.chennaiit.kvs.ac.in under Announcements

Summarise the steps in the process of online admission using the link from the website

The online admission application process includes the following steps.

1. Reading the instructions
2. Registration (sign-up) of first-time user
3. Login (sign-in) to the admission application portal
4. Filling in admission application form and uploading documents
5. Reviewing form, checking declaration and submitting form
6. Acknowledgement of submission
7. Wait for the announcements and results displayed on the school website.