

# ADMISSION



Admission Office

☎ 0261-7160207/208

🕒 8 am to 4 pm

📅 Monday to Friday

🌐 [suratschool.metasofsda.in](http://suratschool.metasofsda.in)

✉ [principalsrtsch@metasofsda.in](mailto:principalsrtsch@metasofsda.in)

📍 P.O. Box No. 24, Athwalines, Surat -  
395001, Gujarat.

## Admission Process

The Admission Process at Metas Adventist School is structured, simple and systematic. Our Admissions team will assist you through the entire process and would be happy to respond to all your queries.



# Admission Training Guide 2024-25

**Scan the QR Code  
(School Virtual Tour)**



# Nursery, Jr.KG & Sr.KG ADMISSIONS 2024 – 25

## Registration Guide

This Training Guide is only for the purpose of Registration, and **Registration does not imply Admission.** Admission is left to the discretion of the Management.

Registration for Admissions 2024 - 25 will commence at 9:00 a.m. on Nov 22, 2023, and the portal shall remain open till December 10, 2023.

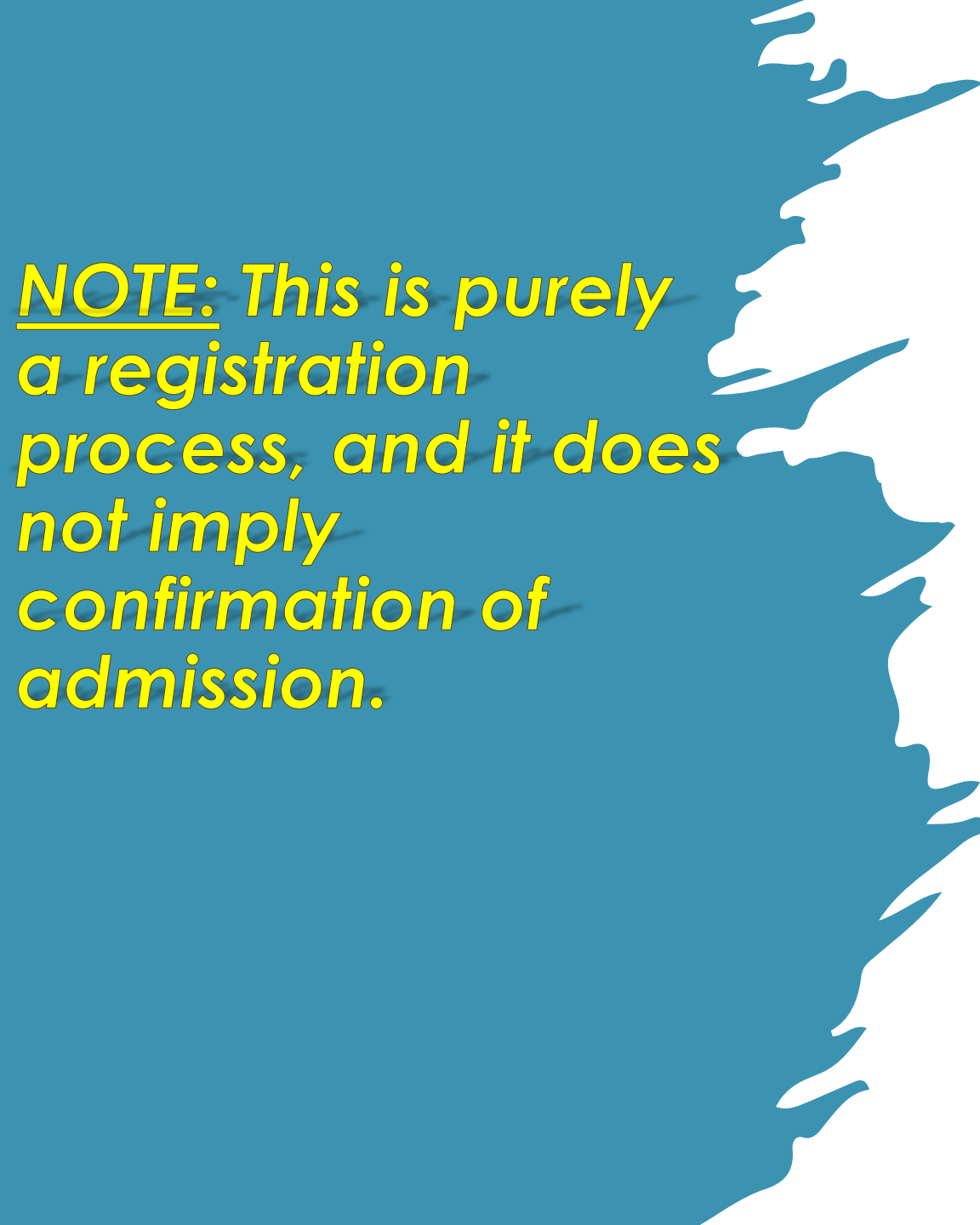


# TRAINING GUIDE

The online application should be filled carefully and submitted on time. **You are solely responsible for the data entered.** Any data error while filling the form may lead to the rejection of the application.

Age Criteria – New Admissions 2024 – 25  
As per the policy of the Gujarat  
Government dated May 15, 2023

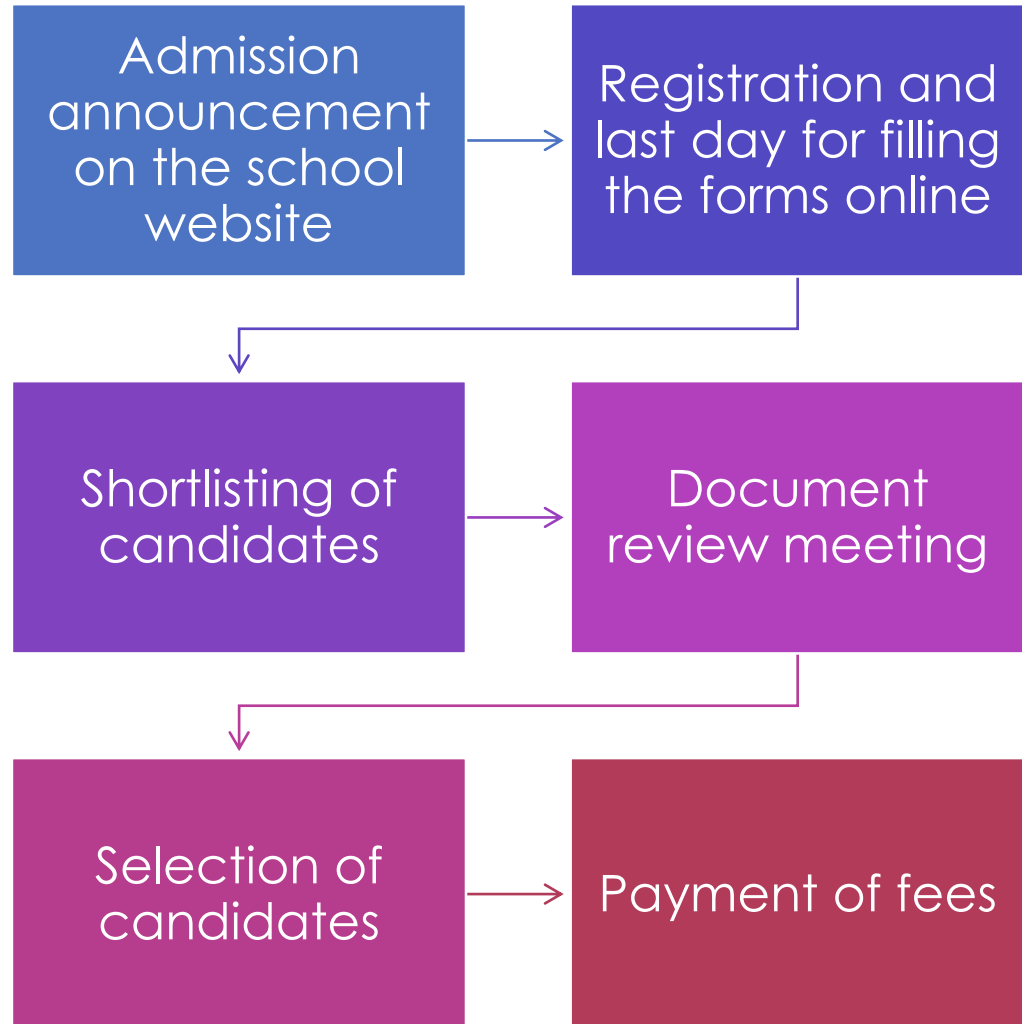
Class	Start Date	End Date	Age
Nursery	02-06-2020	01-06-2021	3-4 Years
Jr.KG	02-06-2019	01-06-2020	4-5 Years
Sr.KG	02-06-2018	01-06-2019	5-6 Years
I Standard	02-06-2017	01-06-2018	6+ Years



**NOTE: This is purely a registration process, and it does not imply confirmation of admission.**

- Parents are requested to check the school website ([suratschool.metasofsd.in](http://suratschool.metasofsd.in)) for the latest updates/development concerning Admissions.
- There won't be any relaxation on the Age Criteria.
- Please do not make any inquiries in the school regarding admission. The School website is the best source of information.
- Applicants are advised to submit only **"One Entry"** for the application. Multiple entries of a single application can render all the applications submitted as **"Duplicate"** and will be **"Rejected"**. This rejection of the application is done automatically. The school is not responsible for such rejected applications.
- **Please DO NOT FILL THE APPLICATION FORM on a mobile device. The Application can only be completed correctly from a DESKTOP/LAPTOP.**
- *It is recommended to use a minimum internet speed of 1 Mbps to fill the application.*
- Please note that the primary mobile number and email will be used for all communication, status updates etc. concerning your application.

# ADMISSION PROCESS



# ADMISSION ANNOUNCEMENT

STEP  
01

- The dates for the admissions will be announced on the School website only ([suratschool.metasofsd.in](http://suratschool.metasofsd.in)).
- Announcements are made regarding the opening and closing dates for registration. Please be informed; the portal shall remain open only during the mentioned dates.



# REGISTRATION AND SUBMISSION OF ONLINE FORM

STEP  
02

## FILLING THE APPLICATION FORM:

The application form has the following sections:

- Student Details
- Father's Details
- Mother's Details
- Address
- Document Uploads

On submission of the form, the applicant will receive SMS / Email from the School.

You will need scanned copies (PDF, JPEG less than 1 Mb Size) of the following documents to complete the application form. Keep them ready before proceeding the registration.

- Photograph of the Child, Father, and Mother.
- Residence Proof document. (Electricity bill, Driving License, Rental agreement, Ration card, Passport)
- Birth Certificate.
- Leaving Certificate of the parents, if alumni of Metas Adventist School.

# SHORTLISTING

STEP  
03

- The School Management shall shortlist the candidates based on Points System (Neighborhood, Siblings, Alumni). The school will send SMS / Email to the shortlisted candidates, the names of the shortlisted candidates will also be displayed on the school website.
- After receiving the SMS / Email, the shortlisted applicants are expected to use the link given on SMS or email and proceed for payment of the application fees. Application form will be sent to the Email upon successful payment of Application fee. SMS / Email will be sent informing the date and time for **Document Review Meeting**.

# DOCUMENT REVIEW MEETING

STEP  
04

- The shortlisted candidates are expected to report for **Document Review Meeting** on the stipulated date and time only.
- Parents of the shortlisted candidates are expected to carry the following documents for verification:
  - a. Printed Application Form. (To be downloaded from the primary Email ID)
  - b. Original Municipal Birth Certificate of the child. Affidavits in lieu of Original Birth Certificate will not be accepted.
  - c. Two Stamp-Sized Photographs of the Child, Father, and Mother.
  - d. Original Proof of Residence (Electricity bill, Driving License, Rental agreement, Ration card, Passport, Aadhar Card) and 2 photocopies.
  - e. TC or Marksheet of the Parent, if either of the parent is an alumnus of **METAS ADVENTIST SCHOOL**, Surat.

## SELECTION OF CANDIDATES

STEP  
05

- Selected candidates will be notified via SMS / Email.



## **PAYMENT OF SCHOOL FEES**

**STEP  
06**

**The fee must be paid at the School Fee Counter or online. Parents failing to pay the fee on the stipulated date will not be considered for admission.**

# Documents Required

Document Type	Required For	File Size	File Type	Applicable for Classes
Passport Size Photo	Child and Parents	1 MB	JPEG	All
Birth Certificate	Child	1 MB	JPEG / PDF	All
Aadhar Card	Child	1 MB	JPEG / PDF	All
Residence Proof	Parent	1 MB	JPEG / PDF	All
Transfer Certificate	Child	1 MB	JPEG / PDF	Class 1 onwards
Report Card	Child	1 MB	JPEG / PDF	Class 1 onwards
Alumni Document	TC / Marksheet of Parents (If Parents are Ex Students of Metas Adventist School, Surat)	1 MB	JPEG / PDF	If Applicable

## TERMS AND CONDITIONS:

The applicants are to agree and acknowledge that they shall be solely responsible for their decision to agree and accept the terms and conditions mentioned herein and accordingly proceed for filling the online admission form.

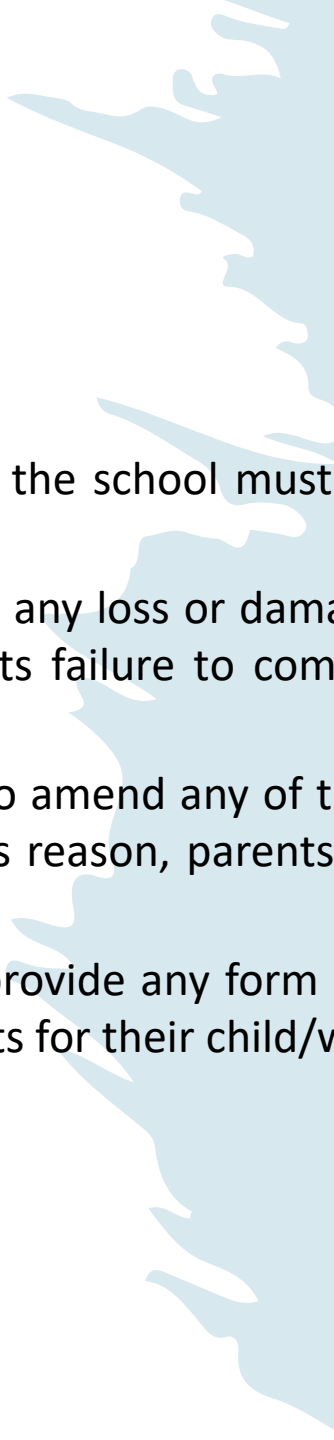
It has to be purely voluntary on the part of applicants.

Please read the following instructions carefully before filling the form.

- Metas Adventist School promotes a non-discriminatory admission policy, and we welcome children of either gender and of all religions.
- The online registration is only for the Nursery, Jr.KG & Sr.KG at METAS ADVENTIST SCHOOL, Surat.
- Incomplete registration forms will not be accepted/valid.
- The online process is only a registration process, and registration does not imply admission.
- Shortlisting and selection of applicants will be based purely on Point System.
  - **Neighborhood Points:** Points will be given based on the proximity to the school.  
Parents are expected to enter the correct address matching with government valid residential proof.
  - **Sibling Points**
  - **Alumni Points**

- Selection of the shortlisted candidates will be made after the verification of documents.
- There won't be any relaxation on the Age criteria.
- No child will be given admission on forged or dubious documents.
- The school shall not be responsible for any inconvenience, fraud, misappropriation etc., in the process of online payment.
- The school is not accountable for any unpredictable/unanticipated eventuality like server failure or crashing or hacking etc. In such an event, the school reserves the right to take an appropriate decision.
- The applicants failing to attend the Document Review Meeting will not be considered for further process.



- 
- The original documents submitted to the school must match with the details provided while filling in the online admission form.
  - The school shall not be held liable for any loss or damage arising out of the use of, or reliance on the information contained on the website including its failure to comply with these terms and conditions owing to eventuality beyond the control of the school.
  - The management reserves the right to amend any of the provisions/terms and conditions as it deems fit, without consultation and prior notice. For this reason, parents are requested to keep checking on the school website for the latest updates and developments.
  - Please note, as the school does not provide any form of transportation for children, parents are advised to make necessary transportation arrangements for their child/ward.

## PROVISIONAL FEE STRUCTURE FOR THE ACADEMIC SESSION 2024 - 25

(Provisional Fee Structure – To be approved by Fee Regulatory Committee, Surat zone)

**Class: Nursery, Junior KG & Senior KG**

Fee Type	Amount
Admission Fee – To be paid at the time of admission (Non-Refundable)	Rs 3,545

### Tuition / Education Fee

Instalments	Payable - Last Date	Type	Amount
1 <sup>st</sup> Installment	At the time of Admission	Non-Refundable	Rs. 10,635
2 <sup>nd</sup> Installment	June 30	Non-Refundable	Rs. 10,635
3 <sup>rd</sup> Installment	October 30	Non-Refundable	Rs. 10,635
4 <sup>th</sup> Installment	December 30	Non-Refundable	Rs. 10,656
		Total	Rs. 42,561

**Note:**

Metas Adventist School, Athwalines, Surat, is in the purview of the Gujarat Self-Financed Schools (Regulation of Fees) Act, 2017. Adjustments will be made as per the final fee structure approved by the Fee Regulatory Committee, Surat Zone (Parents would have to pay the school if the fee approved is higher than the provisional fee, or the school would adjust the excess if the fee approved is less than the provisional fee)



**SAMPLE APPLICATION**



## METAS ADVENTIST SCHOOL

Registration Form 2024-25

[Click Here](#) for payment of application fee. (Only for shortlisted candidates) Shortlisted candidates will be intimated via SMS/Email

P.O. Box No. 24, Athwalines, Surat - 395001, Gujarat

[suratschool.metasofsda.in](http://suratschool.metasofsda.in)

[principalsrtsch@metasofsda.in](mailto:principalsrtsch@metasofsda.in)

0261 - 7160207/208

### Follow Us



## Let's Get Registered Now

Register by entering the information below

REGISTRATION DOES NOT IMPLY ADMISSION



Instructions



Student And Parent Details



Upload Documents



Complete

Read The instructions below  
before you proceed

### General Instructions:

- 1 We recommend that you use Chrome or Mozilla Firefox browser for filling this form.
- 2 Filling up of enquiry form does not guarantee admission for your child.
- 3 The Enquiry form comprises of four stages, i.e., Student details, Parent details, Communication details, Document uploads.
- 4 You would be required to upload certain documents in the Documents stage. Kindly have the soft copies of the following documents kept ready prior to filling up of enquiry form.

DOCUMENT TYPE	REQUIRED FOR	FILE SIZE	FILE TYPE	APPLICABLE FOR CLASSES
Passport size photo	CHILD & PARENT'S	1 MB	JPEG / JPG	All
Birth Certificate	CHILD	1 MB	PDF / JPEG / JPG	All
Aadhar Card	CHILD & PARENT'S	1 MB	PDF / JPEG / JPG	All
Transfer Certificate	CHILD	1 MB	PDF / JPEG / JPG	Class 1st onwards
Report card	CHILD	1 MB	PDF / JPEG / JPG	Class 1st onwards
TC / Marksheet	PARENT'S (If you are an Ex Student of Metas Adventist School Surat)	1 MB	PDF / JPEG / JPG	

5 Birth Certificate issued by the Municipal Corporation. Affidavits in lieu of Birth certificates will not be accepted.



- 12 Once the form is submitted, a Reference Number shall be provided.
- 13 All the communication will be sent to the registered Primary phone number and Email only.
- 14 Shortlisted candidate shall be intimated via SMS or E-mail.
- 15 Only shortlisted candidates will be allowed to pay the Application fee. Shortlisting does not imply Confirmation of Admission.
- 16 You would need access to Debit / Credit Card / Net Banking to make payment online.
- 17 Shortlisted candidates will have to report for document verification as per the date and time intimated. (Date and time will be intimated via SMS or E-mail).
- 18 Selection of candidates will be done only after document verification.
- 19 The intimation for confirmed admission will be sent via E-mail / SMS. (only for selected candidates).
- 20 The Fee payment link will be sent via E-mail / SMS.
- 21 Admission is strictly as per the policy formulated.
- 22 All the decisions taken by the management concerning admissions will be final and binding.
- 23 The school does not encourage any agents or management representatives for securing admissions. Please beware of any impostors. Dealings with such people posing as agents / management representatives will be at your own risk and will not be binding on the school / management.
- 24 In case, any information / particular furnished in the admission form for seeking admission to the school is found to be incorrect or misleading, the management reserves the right to cancel the admission, even after admission is granted.
- 25 Acceptance of guidelines, submission of online form and payment of admission fee will be construed as acceptance of all instructions / rules / regulations / policies and information and that you unconditionally agree to abide by the same throughout the tenure of your child in the school.
- 26 Registration and Admission process is completely online. Parents are requested to keep checking on to the school website for the latest updates / development with regard to the admissions.
- 27 The management reserves the right to amend any of the Provisions / Terms and Conditions as it deems fit, without consultation and prior notice. For this reason, parents are requested to keep checking on the school website for the latest updates / development.
- 28 Please note, as the the School does not provide any form of transportation for children to and from school, Parents are advised to make necessary transportation arrangements for their child / ward.



I have read and agree to abide by the instructions mentioned above by the authorities of the School.

Tick this Box

Proceed

Click to Proceed



## METAS ADVENTIST SCHOOL

Registration Form 2024-25

[Click Here](#) for payment of application fee. (Only for shortlisted candidates) Shortlisted candidates will be intimated via SMS/Email

P.O. Box No. 24, Athwalines, Surat - 395001, Gujarat

[suratschoolmetasofsdain](mailto:suratschoolmetasofsdain)

[principalsrtech@metasofsdain](mailto:principalsrtech@metasofsdain)

0261 - 7180207/208

### Follow Us



## Let's Get Registered Now

Register by entering the information below

REGISTRATION DOES NOT IMPLY ADMISSION



Fill in the details below with the correct information

### Student Details:

Step 1 / 3

☒ Sibling (Real Brother/Sister) only studying in same school

If the sibling is from the same school, please add his/her Gr.No., Name and Class

G.R No.	Sibling Name	Sibling Class
Academic Year *	Class *	Shift (Subject to availability) *
First Name *	Middle Name	Last Name *
Date of Birth *	Aadhar No. *	Gender *
Email Id * (To be used for Communication)	Primary Mobile No. (To be used for communication) *	
Category *	Sub Caste	Mode of Transport *
Religion *	Blood Group	Nationality *
Birth Place (City/Town/Village) *	Birth Place (Taluka/Mandal) *	Birth Place (District/State) *
Birth Registration Number * (As given in the Birth Certificate)		Mother Tongue *
Previous School	Choose Student Photo *	Single Parent *

[Click Here For Sample](#)

File size should not be more than 1 MB.

1234567890

rajkumarchandak321@gmail.com

Qualification

Occupation \*

HOUSEWIFE

Designation

Organization Name

Organization Address

Parent Alumni (Are you an Ex student of the Metas Adventist School Surat?)

Choose Mother Photo \*

circular.jpg

File size should not be more than 1 MB.

Guardian Detail If Any: ☐

Correspondence Address:

Step 4 / 6

Correspondence Address \* (Must enter House No, Building Area)

Nanpura

Country

India

State

Gujarat

City

Surat

Pin Code

395001

Distance From School

1.57

Permanent Address:

☒ Is Correspondence & Permanent Address same? ☒

Permanent Address

Country

State

City

Pin Code

Previous

Next

Click Next



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Registration Form 2024-25

[Click Here](#) for payment of application fee. (Only for shortlisted candidates) Shortlisted candidates will be intimated via SMS/Email

P.O. Box No. 24, Athwalines, Surat - 395001, Gujarat

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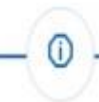
### Follow Us



## Let's Get Registered Now

Register by entering the information below

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Instructions



Student And Parent Details



Upload Documents



Complete

### Documents Details:

Child's Birth Certificate \*

Choose File certijpg

Child's Previous Year Marksheet

Choose File certijpg

Child's Aadhar

Choose File certijpg

Address Proof \*

Choose File certijpg

Caste Certificate

Choose File No file chosen...

Alumni Document

Choose File No file chosen...

\* All File size should not be more than 5 MB and should be in png, jpg, pdf.

### Declaration by the Parent / Guardian:



I understand that incomplete application form will not be considered.



I affirm to abide by the rules & regulations laid down or amended by the authorities of the School.



I hereby confirm that the details in this form are true and correct to the best of my knowledge.



I Agree

Tick this Box  
to Agree

Previous

Submit

Click Submit

Attach clear images of  
certificates.

2/3





## METAS ADVENTIST SCHOOL

Registration Form 2024-25

[Click Here](#) for payment of application fee. (Only for shortlisted candidates) Shortlisted candidates will be intimated via SMS/Email

P.O. Box No. 24, Athwalines, Surat - 395001, Gujarat

[suratschool.metasofda.in](mailto:suratschool.metasofda.in)

[principalartsch@metasofda.in](mailto:principalartsch@metasofda.in)

0261 - 7160207/208

### Follow Us



## Registration Form

Register by entering the information mentioned below



Complete:

Step 3 / 3



### Submitted Successfully

You have successfully submitted your details.

Your Registration no. is APP/Web/0058

Please save your  
Registration Number.



## METAS ADVENTIST SCHOOL

Registration Form 2024-25

[Click Here](#)

for payment of application fee. (Only for shortlisted candidates) Shortlisted candidates will be intimated via SMS/Email

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Student And Parent Details



Upload Documents



Complete

**ONLY FOR SHORTLISTED CANDIDATES,**  
Shortlisted candidates will be intimated  
via SMS/Email

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Report card	CHILD	1 MB	PDF / JPEG / JPG	Class 1st onwards
TC / Marksheet	PARENT'S (If you are an Ex Student of Metas Adventist School Surat)	1 MB	PDF / JPEG / JPG	

5 Birth Certificate issued by the Municipal Corporation. Affidavits in lieu of Birth certificates will not be accepted.



# METAS ADVENTIST SCHOOL

Note : Dear Applicant, If you have not received the Registration No., Kindly check your SMS Inbox/Email(Primary Inbox/Spam Inbox) to get the Registration No.

## Registration Form Information

\* Registration Form No. :

Example: Dear Applicant,  
Your Reference Number is  
[METAS/JR.KG/2024-25/0011](#)

Applicant Name :

Father/Guardian Name :

Status :

PROCEED TO PAY

Click Proceed to Pay  
the application fee.  
(only for shortlisted  
candidates).



Thank  
You