

GUIDELINES FOR ONLINE REGISTRATION

SESSION 2025 -2026

(For class Pre Nur to IX and XI)

- The online application form is available by clicking on the **Online Registration** link on the portal – <https://hmps.campussoft.in/> **OR** through the school website – <https://hmpsazamgarh.org/>
1. You must have the following documents/information at the time of applying, as these are mandatory for filling the form:
 - a. Photograph of the child (in Jpg/Jpeg format) not more than 3 months old.
 - b. Group Photograph of parent along with the child (in Jpg/Jpeg format).
 - c. Valid e-mail id & Mobile number of both parents for communication.
 - d. Credit/Debit card/Net banking/UPI for Online Payment.

Note: Photographs should not be more than 20Kb in size
 2. Kindly fill in the particulars of the child (i.e. name, parent's name and date of birth) correctly.
 3. The online registration form will only be accepted upon successful online payment of the application processing fee of **Rs 500/- (Rupees Five Hundred Only)**. **The fee is non-refundable.**
 4. Upon successful submission of your Registration Form, the system will generate:
An acknowledgement receipt with a Registration Number which you would need for all further correspondences. (Kindly ensure that the pop-up blocker is Turned Off).
Username and password should be mentioned in Acknowledgement Receipt for viewing and printing your registration form.
 5. The following documents need to be submitted physically at the time of Admission.
The documents send by post or courier will not be accepted.
 - ❖ Self attested printout of the registration form.
 - ❖ Self attested Xerox copy of the Birth Certificate.
 - ❖ Transfer Certificate of previous school.
 - ❖ Self attested valid government issued address proof e.g. License, Passport, Voter ID, Aadhaar Card etc. of parent and student.
 8. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. Incomplete Registration Forms or those with incorrect information will automatically stand rejected.
 9. Standard charges for Card Transactions/Net Banking & UPI would be charged extra as per actual by the bank for using these services.