

1. These instructions pertain to online application for admission in Kendriya Vidyalayas for the academic year 2026-2027.
2. Please familiarize yourself with Kendriya Vidyalaya Sangathan (KVS) admission rules, regulations, and guidelines.
3. You are strongly advised NOT to submit multiple applications to the same Vidyalaya for the same child. If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered in the admission process.
4. In order to ensure smooth and quick filling of the application form, please keep the following ready:
 - i. A valid mobile number with an Indian SIM card.
 - ii. A valid email address.
 - iii. A digital photograph or scanned photograph of the child seeking admission (JPEG of size at most 200KB).
 - iv. A scanned copy of the child's birth certificate (JPEG or PDF of size at most 200KB).
 - v. Details of government certificate in case you are applying under the economically weak section.
 - vi. Transfer details of the parent whose service credentials will be used in the application.
 - vii. In case the child is physically handicapped (CwSN), the government-issued certificate should be uploaded (JPEG or PDF of size at most 200KB).
5. 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**. Please note down your unique Login Code carefully.
 - b. Filling and submitting the application: The **Login Code** obtained after registration must be used to log in and fill the online application form. You can indicate a choice of up to three (3) different Vidyalayas in India, without any preference between Vidyalayas, in a single form.
6. 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.
7. Your application is NOT submitted and your application data will NOT be visible to KVS until you receive an **Application Submission Code** from the online admission portal.
8. Completing the registration and submitting an application requires the use of a one-time password (OTP) that is sent by SMS to the mobile number provided during registration.
9. Details provided at the time of registration cannot be subsequently changed in the admission form. Please enter these details correctly and exactly as per documentary evidence (like birth certificate) available with you.

10. In the application form, a **Save and Continue** button has been provided to help you save (possibly partially filled) data and resume filling the form at a later time.
11. By clicking the **Save and Continue** 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 Verify & Submit Application button.
12. Once an application form has been submitted and an **Application Submission Code** generated, the submitted application form cannot be edited.
13. If you realize that incorrect information has been submitted in your application, you have the option to cancel your submitted application on or before the last date of submission.
14. After canceling a submitted application, you can re-apply using the same **Login Code** before the last date of submission of applications.
15. 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.
16. All fields in the online form marked with a red * are mandatory and must be filled in.
17. Mere registration and submission of the application form DOES NOT confer a right to admission to any child.
18. Please check the results/shortlists of admissions with individual Vidyalayas on the dates announced by KVS/individual Vidyalayas.
19. In case provisional admission is given by a Vidyalaya after the results are announced, originals of all supporting documents listed while submitting the form must be presented to the concerned Vidyalaya at the time of admission.

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

Once the portal is opened, **instructions for filling the form** will be displayed. It is **mandatory** for each first-time user to read these instructions before registering and filling the form.

Note: First-time users must read and acknowledge the instructions before proceeding.

For the first time user, she/he needs to register or sign-up in the portal. To register/sign-up, the following information of the child needs to be filled.

First name of child: This is a mandatory field. The first name must only contain letters from the English alphabet, space or dot (.) with the first character necessarily being an English letter. The data entered here cannot be modified after sign-up.

Middle name of child: The data entered here cannot be modified after sign-up. The middle name can only contain letters from the English alphabet, space and dot (.) with the first character necessarily being an English letter.

Last name of child: The data entered here cannot be modified after sign-up. The last name can only contain letters from the English alphabet, space and dot (.) with the first character necessarily being an English letter.

Parents are advised to enter the first, middle and last names of the child exactly as in the birth certificate (or other admissible document certifying the name of the child).

Is the child CwSN / differently-abled?: This is a mandatory field. Please select Yes if applicable, otherwise select No. This information cannot be modified after sign up. If you indicate Yes here, the original document of proof of disability must be produced at the time of admission, if a Vidyalaya offers provisional admission to the child. Such a proof includes a certificate from the civil surgeon /rehabilitation centre or any other competent authority defined by the Government of India O.M. No.36035/5/88/Estt. (sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at a later time.

Date of birth of child: This is a mandatory field. Please enter date of birth as per birth certificate of the child, issued by competent authority. This information cannot be changed after sign-up.

Important: As per KVS admission guidelines:

Class	Age Rule / Reference	DOB Range (General)	DOB Range for Differently Abled (CwSN)
Balvatika-1	3 years as on 01-04-2026	01-04-2022 to 01-04-2023	01-04-2020 to 01-04-2023
Balvatika-2	4 years as on 01-04-2026	01-04-2021 to 01-04-2022	01-04-2019 to 01-04-2022
Balvatika-3	5 years as on 01-04-2026	01-04-2020 to 01-04-2021	01-04-2018 to 01-04-2021
Class I	6 years but <= 8 years (as on 01-04-2026)	01-04-2018 to 01-04-2020	01-04-2016 to 01-04-2020

If the date of birth does not lie in the above mentioned range, sign-up/registration will not be allowed. A scan/picture of proof of date of birth (JPEG/PDF file of size at most 200KB) must be uploaded while submitting the online admission form. You are therefore advised to keep the scanned proof handy. For admission to any class, certificate of proof of age must be in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation / extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. If a Vidyalaya offers provisional admission to a child, the original certificate of date of birth must be produced at the time of admission. This will be returned after verification.

Whether child of KVS employee: This is a mandatory field. This information cannot be changed after sign-up. Please select an appropriate option from the drop-down menu depending on whether any of the child's parents is a KVS employee. If any of the parents is a KVS employee, please indicate so from the drop-down menu otherwise select Not Applicable option. Children of serving KVS employees are provided admission under Special Provisions as detailed in KVS admission guidelines ([see here](#)). If a Vidyalaya offers provisional admission to a child under this category, documented proof of the parent being a KVS employee must be produced at the time of admission. This will be returned after verification.

Email address: This is a mandatory field and cannot be changed after sign-up. Please enter a valid email address. This email address will be used for further communication by KVS / Vidyalayas, if required.

Mobile number: This is a mandatory field and cannot be changed after sign-up. Please enter a valid mobile number with an Indian SIM card. This mobile number will be used for sending OTPs during the registration process, during submission of the application form and also if you wish to cancel a submitted application. This number will also be used for further communication by KVS/Vidyalayas, if required. Hence, you are strongly advised to give your own mobile number, and not that of friend, relatives, agents, cyber-cafe operators or others.

IMPORTANT:

Information entered in the above fields during registration will be displayed pre-filled in the admission application form, and cannot be modified when filling the admission application form. Therefore, parents are advised to enter these information carefully.

Type the Captcha Code shown above: This is a mandatory field. You must enter the Captcha Code displayed in order to proceed. In case you are unable to figure out the Captcha Code, you can press the button with two semi-circular arrows next to the Captcha Code to generate a new Captcha Code.

After entering all the above details, click on the **Register** button. Please make sure that your mobile (with the number provided above) is working properly so that it can receive an OTP to be sent by SMS. A one-time password (OTP) will be sent by SMS to the mobile number provided above once you click on the Register button. The OTP will be valid only for 15 minutes.

Enter OTP: This is a mandatory field and the OTP received by SMS in your mobile must be entered here correctly in order to verify the entered mobile number. After entering the correct OTP received on your mobile, click on the **Verify** button.

Note: A Resend OTP button will be enabled one minute after clicking on the Register button. If you do not receive the OTP by SMS on your mobile within five minutes of clicking on the Register button, and your mobile is working properly, you can click on the Resend OTP button once the button is enabled. The Resend OTP button can be clicked at most once, and will disappear after it is clicked.

After clicking on the Verify button, an acknowledgement page will appear with a unique **Login Code**. Please save the Login Code carefully, and do not share it with others. This Login Code is needed in order to login to the admission application portal for filling in and submitting your admission application form. The Login Code will also be sent to the registered email address and registered mobile number (by SMS). You are strongly advised to save and print the acknowledgement page containing the Login Code. Without this Login Code, it is not possible to submit an admission application form.

The above completes the registration process, but **DOES NOT** complete the admission application form submission process. In order to fill in and submit the admission application form, you need to log in to the online admission portal using the Login Code generated above. Please click on the link labelled "Click here" at the bottom of the acknowledgement page generated after successful registration to go to the login page of the online admission portal. Alternatively, if registration has already been done earlier, you can go directly to the Login tab after reading the instructions.