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**LORETO HOUSE**  
7, MIDDLETON ROW  
KOLKATA - 700071  
E-mail : loretohouse.school@gmail.com  
Website : www.loretohousekolkata.com  
**WB020**

### Registration Process for Online Application

#### General Information for Class XI Application for the Session – 2024 – 2025

1. Please read the 'General Information' carefully before filling in the Application form.
2. All entries should be made in ENGLISH and in BLOCK LETTERS.
3. This Application form is for Class XI **ONLY**.
4. Documents Required to be attached with the hard copy:
  - a. A letter from the Parish Priest and Baptism Certificate is a must for Catholic Students.
  - b. Address Proof :

Please attach **any one** of the following as proof of your address. No other proof will be acceptable.

    - i. Aadhaar card
    - ii. Current Electricity Bill
    - iii. Voter's Identity Card
    - iv. Passport
  - c. Proof of income - salary statements of both parents.
  - d. Report Cards:
    - i. Class IX (all terms)
    - ii. Class X (all terms)
5. The cost of each application form is Rs. 500/-.
6. The application form will stand cancelled in the following cases:
  - i. Any discrepancies in the application form
  - ii. Incorrect information
  - iii. Recommendation / reference letters
  - iv. Incomplete information
  - v. Hard copy not submitted
7. Selected candidates will have to appear for an Admission Test on 03.02.2024. Candidates must carry the receipt of payment for the Admission Test as well as for filling the Admission Form.
8. **Please do not make any enquiries in the School Office before that.**
9. **Application forms** will be available online from January 15, 2024 (from 04:00pm) to January 25, 2024 (till 04:00pm) (both days included).
10. Kindly submit a **hard copy of the application form (after printing the form and signing the declaration) along with copies of the attachments** in the drop box at Loreto House, 7, Middleton Row, Kolkata – 700071 between January 16, 2024 (from 09:00am – 12:00noon) to January 27, 2024 (09:00am to 12:00noon) (both days included) in a sealed envelope with Name, Stream opting for and School presently attending clearly written on it.

***OPTING FOR ANY PARTICULAR STREAM DOES NOT GUARANTEE  
ADMISSION IN THAT STREAM***

**LORETO HOUSE**  
7, Middleton Row,  
Kolkata - 700 071