



Class PP to IX Admission

Session: 2026-27

GUIDELINES TO APPLY ONLINE

To apply for admission at Manava Bharti India International School, please follow the steps below carefully:

1. Visit the School Website:

Go to the official website of [Manava Bharati India International School](https://forms.edugfix.com/mbiis/add).

2. Start a New Application:

Click on the **"APPLY NOW"** button and select **"FRESH APPLICATION."**

3. Fill Out the Form:

- Enter all the required details in the Application Form carefully.
- Note down the **Form Number** (available at the top right corner of the form) for future reference.

4. Save Your Progress:

- You can use the **"SAVE AS DRAFT"** option to save and review your form before final submission.
- After clicking on **"Save as Draft,"** a pop-up message will appear with your form details.
- An acknowledgment email will also be sent to the registered email ID.

5. Edit or Resume Your Draft Application:

- To continue editing your saved form, click on the **"RESUME EDITING SAVED APPLICATION"** button on the school website.
- Enter the Form Number, Child's Name, and Date of Birth to access your draft.

6. Final Submission:

- Once you have verified all details, click the **"SUBMIT"** button for the final submission.
- Please ensure all information is correct, as the form cannot be edited after submission.

7. Payment of Registration Fee:

- Complete the process by paying the non-refundable registration fee of ₹25/- using the following link: <https://forms.edugfix.com/mbiis/add>
- *Your admission application will be confirmed only after successful payment.*

8. Acknowledgment and Printout:

- After successful submission, you will receive a confirmation email.
- Click on the “**VIEW/PRINT SUBMITTED APPLICATION**” button to download and print the form on A4 size (portrait) paper.
- In case your application has not been successfully submitted, you may kindly fill out a new application form to complete the process

9. Photographs and Documents:

- Upload recent passport-sized photographs of the Father, Mother, and Child while filling the online form.
- Submit the printed form, along with self-attested documents and the uploaded photographs, to the school office.

10. Disclosure of Personal and Legal Information

- Parents must provide correct and complete information during admission. It is important for the school to know parents’ details, including any ongoing separation, custody, or legal matter if applicable.
- Concealment or misrepresentation of facts may call for necessary action as per school policy.

SUBMISSION OF APPLICATION FORM

To be eligible and register your child for the Preschool Admission Process, please submit the printed application form along with the following:

- Uploaded recent passport-sized photographs (Father, Mother, and Child)
- Required self-attested documents
- Printed copy of the payment receipt of ₹25/- (non-refundable) towards the Admission Registration Fee

Submission Venue:

The Gate Office

Manava Bharati India International School

Panchsheel Park (South), New Delhi – 110017

Submission Timing:

9:00 a.m. - 12:00 noon (Monday to Saturday, on all working days except 2nd Saturday)

IMPORTANT

- All documents listed in the “**Required Documents**” section must be submitted along with the printed application form.
- Incomplete or incorrect forms are liable to be rejected at any stage of the admission process.
- No requests or queries regarding incomplete submissions will be accepted after the due date.