



# **ARMY PUBLIC SCHOOL CHENNAI**

## **GENERAL GUIDELINES**

### **GUIDELINES FOR FILLING UP THE APPLICATION & REGISTRATION FORM**

**Before filling up the Registration form please be ready with the below mentioned documents.**

- \* **Birth Certificate / Part II Order**
  - \* **Serving Certificate / Discharge Summary**
  - \* **Passport Size Photo**
- Mandatory***
- *Direct Transfer from APS.*  
***(Attested copies of TC & Report card should also be uploaded)***
  - *If from other than APS Entrance test will be conducted before the admission process.*

**The following certificates are to be produced at the time of admission :**

- a. Extract or record of Service duly attested for defence service or personnel for Date of Birth.
- b. Birth Certificate issued by Military / Civil Hospital / Municipality / Panchayat.
- c. Latest marks / certificates from the previous school.
- d. Service / Discharge / Pension certificate and Identity issued by the Sainik welfare officer for Ex-servicemen.

**Steps To Be Followed For Application and Registration Process**

- Log on to [AWES](#)
- Click on **Admission & Transfer**.
- Select "**Proceed to Online Admission**".
- Select "Type – **Day Scholar**", "Area – **Chennai**", "Zone – **Chennai**".
- Click "**Proceed**" option.
- Select **Primary** (Grade I to V) / **Secondary** (Grade VI to X) / **Higher Secondary** (Class XI / XII).

- Select “**Apply Now**” option.
- Enter all the mandatory fields.
- Click “**Submit**” button.
- Enter the required fields and click “**Save & Next**” button.
- Upload the Passport size photo.
- Upload the required documents.  
(Birth Certificate / Part-II Order, Serving Certificate / Discharge Summary Book Mandatory)  
If from Army Public School (Birth Certificate / Part II Order, Serving Certificate / Discharge Summary Book, Transfer Certificate & Report card Mandatory)
- Select “**Proceed for Online Payment**”.
- Click “**Pay Now**” (payment can made only through in UPI, Credit Card and Net Banking) for Application & Registration.
- Download the application form.
- Submit the downloaded application form, uploaded documents (Hard Copies) directly to the school office between 8.00 a.m to 12.00 p.m on all working days.

**Note:**

CATEGORY	APPLICATION COST	REGISTRATION COST	TOTAL (Rs)
OFFICER	100	500	600
JCO	70	500	570
OR	50	500	550
CIVILIAN	100	500	600

**For any Queries – Feel free to contact our APS Chennai**

**Contact Number: 044-29506771 (Between 8.00 a.m to 12.00 p.m on all working days)**

**e-mail id : armypublicschoolchennai@gmail.com**