

Step-by-Step Parent Guide: Online Enquiry & Registration Process

1. Portal Registration & Account Access

- **Access the Portal:** Navigate to the Jamnabai Narsee International School (JNIS) Online Admissions Portal.
- **New Registration:** Click **Sign Up**, enter your registered **Mobile Number** and **Email ID**, and click **Generate Code** to receive the security code via email.

The image displays two screenshots of the Jamnabai Narsee International School (JNIS) Online Admissions Portal. The left sidebar is consistent in both, featuring the JNIS logo with the motto 'ENDEAVOUR EXCEL' and 'ENQUIRE', the school name 'JAMNABAI NARSEE INTERNATIONAL SCHOOL', and the title 'Online Admissions Portal'. The main content area shows the 'Login' section in the top screenshot and the 'Sign Up' section in the bottom screenshot.

Top Screenshot (Login Section):

- WELCOME**
- Login**
- Mobile Number *
Enter Mobile Number
- Security Code *
Enter Security Code
- Buttons: → Login, + Sign Up (highlighted with a red box)
- Forgot your security code? [Click Here](#)

Bottom Screenshot (Sign Up Section):

- NEW HERE?**
- Sign Up**
- Mobile Number *
Enter Mobile Number
- Email ID
Enter Email ID
- Generate Code
- Have a security code? [Click Here](#)

- **Login:** Return to the **Login** step, enter your registered **Mobile Number** and the received **Security Code**, and click **Login**. If you need to recover your security code, click **Forgot your security code?**

The screenshot shows the login interface of the Jamnabai Narsee International School (JNIS) Online Admissions Portal. On the left, there is a blue sidebar with the JNIS logo (a blue hexagon with a white flame and the text 'JNIS' inside, surrounded by 'ENDEAVOUR', 'EXCEL', and 'ENQUIRE') and the school name 'JAMNABAI NARSEE INTERNATIONAL SCHOOL'. Below the logo, it says 'Online Admissions Portal' and lists three buttons: 'Secure Login', 'Manage Enquiries', and 'Track Application'. The main white area on the right is titled 'WELCOME Login'. It contains two input fields: 'Mobile Number *' with a mobile phone icon and 'Security Code *' with a lock icon. Below these fields are two buttons: a blue '→ Login' button and a light blue '+ Sign Up' button. At the bottom, there is a link: 'Forgot your security code? Click Here'.

2. Initiating an Admission Enquiry

- **Select Academic Details:** Select the **School** (Jamnabai Narsee International School), the desired academic **Year** (e.g., 2027–2028), and the desired **Class** (e.g., IB PYP Grade 1). Then, click **Next**.

The screenshot shows the 'Start Your Enquiry' page of the Jamnabai Narsee International School (JNIS) Online Admissions Portal. On the left, there is a blue sidebar with the JNIS logo and the school name 'JAMNABAI NARSEE INTERNATIONAL SCHOOL'. Below the logo, it says 'Online Admissions Portal'. The main white area on the right is titled 'Start Your Enquiry' with a graduation cap icon. Below the title, it says 'Select your school, year and class to proceed.' There are three dropdown menus: 'SCHOOL' (selected: Jamnabai Narsee International School), 'YEAR' (selected: 2026–2027), and 'CLASS' (selected: IB PYP (Grade 2)(P)). At the bottom, there is a blue button labeled 'Next →'.

- **Application Guidelines:** Carefully read the listed rules and guidelines. Click **Next** to proceed to the next step.



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READ THE FORM CAREFULLY BEFORE FILLING IT

- 1 Registration does not guarantee admission.
- 2 The admission will depend upon the availability of seats.
- 3 The Management reserves the right to make any changes in the process and norms of admission, subject to the rules and regulations and the circumstances prevailing at the time of admission.
- 4 Please **DO NOT** use block letters while filling the form.
- 5 In case of any problems with online application, please contact **Ms. Deepal** from Monday to Friday between **9:30 am and 3:30 pm**.

Admissions Contact

Phone: 022-69157575 / 7576 Ext.: 801

Direct Line: 022-69157537

Email: admissions@jnis.ac.in

Next →

3. Basic Child Information

Steps:

- Fill in the **Personal Details**: Student First Name, Middle Name, Last Name, Date of Birth, Gender, Blood Group, and Primary Contact Email.
- Enter the complete **Residential Address**, including Street, City, State, Country, and Postal Code.
- Click **Save** to continue.

ADMISSION ENQUIRY

Child Information

Fields marked * are required

1 PERSONAL DETAILS

FIRST NAME *

First Name

MIDDLE NAME

Middle Name

LAST NAME / SURNAME *

Last Name

As per Aadhar / Passport

BLOOD GROUP *

--Select--

DATE OF BIRTH *

yyyy-MM-dd

DATE OF BIRTH (IN WORDS)

Date of Birth in words

CITY OF BIRTH *

City of Birth

STATE OF BIRTH *

State of Birth

BIRTH COUNTRY *

Birth Country

NATIONALITY *

Select

RELIGION *

CASTE *

GENDER *

☐ Male ☐ Female

MOTHER TONGUE *

STUDENT'S AADHAAR CARD NO.

2 STUDENT RESIDENTIAL ADDRESS

STREET ADDRESS 1 *

STREET ADDRESS 2 *

CITY *

POSTAL ZIP CODE *

COUNTRY *

Select

STATE *

Select

Note: Enquiry is eligible only if Child's DOB is between 2025-01-01 to 2026-08-31.
Above contact details are Priority Contact Details and further used for communication from school.

Next →

4. Parent & Guardian Details

Steps:

- 1.Click on the **Parent/Guardian** dropdown.
- 2.Select **Parent/Guardian 1**.
- 3.Select the appropriate **Relation** from the available options.
- 4.The **Parent/Guardian Details** form will open.
- 5.Fill in all the required details in the form.
- 6.Click **Next** to save and continue.
- 7.Follow the same process to enter the **Parent/Guardian 2** details.

Student Details
Parent Details
Academic Details
Document Details
Sibling Details
Additional Information

Parent / Guardian Detail *

Parent / Guardian 1 Detail

Relation *

Father

1 FATHER INFORMATION

FIRST NAME *
First Name

MIDDLE NAME
Middle Name

LAST NAME *
Last Name

EMAIL ID *
Email ID

MOBILE NO *
Mobile No

2 OFFICE ADDRESS

COMPANY NAME * *
Company Name

COMPANY ADDRESS *
Company Address

3 OTHER INFORMATION

QUALIFICATION *
Qualification *

OCCUPATION *
Occupation *

DESIGNATION *
Designation *

Previous
Next

5. Detailed Academic History

• Steps:

1. Add the **Academic History (Past Three Years)** details.
2. Enter the required information for each academic year.
3. Review the entered details carefully.
4. Click **Next** → to proceed.

Student Details
Parent Details
Academic Details
Document Details
Sibling Details
Additional Information

ACADEMIC HISTORY

2025-2026 — 1

SCHOOL NAME *
Institute Name

BOARD *
--Select--

CLASS/STD *
ClassName

2024-2025 — SR KG

SCHOOL NAME *
Institute Name

BOARD *
--Select--

CLASS/STD *
ClassName

2023-2024 — JR. KG

SCHOOL NAME *
Institute Name

BOARD *
--Select--

CLASS/STD *
ClassName

Previous
Next

6. Document Upload

- **Action:** Upload the required documents in verified PDF format.

- **Steps:**

1. Upload the required documents as specified.
2. Attach the **Report Card** in **PDF format** (maximum file size: **4 MB**).
3. Ensure that all uploaded documents are clear and readable.
4. Click **Next** → to proceed.

The screenshot displays a 'DOCUMENT UPLOAD' section with the instruction 'Upload required documents in PDF format only, max 4 MB each'. Below this, a note states 'Fields marked * are mandatory • Please upload documents as applicable'. There are two mandatory fields, each with a blue '1' or '2' in a circle. Field 1 is 'SR KG REPORT CARD *' and Field 2 is 'JR. KG REPORT CARD *'. Both fields have a sub-note 'Required • PDF only • max 4 MB ?'. Each field contains a 'Choose File' button and the text 'No file chosen'. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons.

7. Sibling Information

- **Action:** Provide details of any siblings currently studying at JNIS or another school.

- **Steps:**

1. Select **Yes** if a sibling is currently studying at **JNIS**.
2. Enter the sibling's **Sibling UID** and click **Verify**.
3. Select **No** if the sibling is not studying at JNIS.
4. If the sibling is studying at JNS school, enter the required details, including the **Sibling's Name, School Name, Date of Birth, and Grade**.
5. Review the entered details carefully.
6. Click **Next** → to proceed.

Student Details
Parent Details
Academic Details
Document Details
Sibling Details
Additional Information

SIBLING INFORMATION

Does the child have a Sibling currently studying at JNIS ?

☐ Yes
☒ No

SIBLING STUDYING IN JNS

SIBLING DETAIL 1

SIBLING NAME

DATE OF BIRTH

RELATIONSHIP

CLASS

SIBLING DETAIL 2

SIBLING NAME

DATE OF BIRTH

RELATIONSHIP

CLASS

[Add Another Sibling](#)

[Previous](#)
[Next](#)

7. Additional Information & Special Needs

- **Action:** Provide the required additional information.

- **Steps:**

1. Select the appropriate options for the questions provided.
2. Review the information carefully.
3. Click **Submit**→ to proceed.

ADDITIONAL INFORMATION

Note: * Indicates it is mandatory

1 Have you applied to our school in Previous Year *

Yes

2 Please share any further information for us to better understand the unique abilities, talents and areas of growth for your child. *

NA

3 Which sports your child plays? *

NA

4 Community Service Activities (If any list here.)

NA

5 Remarable Accomplishments. *

NA

6 Has your child ever been identified as having a learning disability?

No

- **Declaration:** Carefully read the declaration provided.

- **Steps:**

Read the declaration carefully.

Select the **I Accept** checkbox to confirm your acceptance.

Click **Next** → to proceed.



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Declaration

I agree to abide by the Rules and Regulations of Jamnabai Narsee International School and of the IBO or Cambridge CIE Qualification in which our child shall be registered. I certify that all statements on this application form are true and complete. I understand that misrepresentation of this information in any way may result in cancellation of my registration status..

☐ I accept.

Signature of Parent/Guardian (Type Name bellow.)

Parent/Guardian Name

Click on the Next button to pay the registration fee and complete the registration form
Registration fee is non refundable.

← Previous

Next →

- **Payment:** Click on the **Make Payment** button to proceed with the payment.

 Fees Collection Details

 Registration Fee (Registration Fees)

Amount

Total

 Make Payment

*Extra Charges May Be Applicable Depends On Payment Mode

8. Rules Confirmation & Fee Payment

- **Action:** Pay the processing fee to complete the application.

Click **Make Payment**.

Step 11: Submission & Dashboard Downloads

- **Action:** Access completed forms and receipts.
- **Steps:**
 1. Go to **My Applications** on your dashboard.
 2. Confirm status changed from **In Progress** to **Submitted**.
 3. Use the buttons to:
 - **Print Form**
 - **Print Receipt**

Need Help?

- **Contact:** Ms. Deepal (Mon–Fri, 9:30 AM to 3:30 PM)
- **Phone:** 022-69157575 / 022-69157576 (Ext.: 801) | Direct: 022-69157537
- **Email:** admissions@jnis.ac.in