



**PRIVATE SCHOOLS REGULATORY AUTHORITY  
GOVERNMENT OF KHYBER PAKHTUNKHWA**

Office: 18/E Jamal ud din Afghani road,  
University Town, Peshawar  
Phone# 091-5700247-8. Fax# 091-5700246



**PROCEDURE FOR NEW REGISTRATION OF PRIVATE SCHOOLS**

- Go to the website [www.psra.gkp.pk](http://www.psra.gkp.pk)
- Click on the Apply Online and then click on Private Schools
- Click on the apply create user name & password. After filling the requisite information in the form submit it. After submission of the form, the proposed user name and password will be activated.
- After activation of user name and password, click on the apply online
- Enter User name and Password in the window and click Login and enter Bank STAN No. (Six Digits)
- Enter school data in the forms one by one and fill necessary information from Section-A to Section-H
- After filling the registration form, get a print and attach all the required documents along with required fee challan deposited into account N. 07331-00-2 in any branch of Bank of Khyber in KPK and then submit the registration form complete in all respect in the office of KP-PSRA House No. 18-E, Jamal Ud Din Afghani Road, University Town, Peshawar

**Note:-**

**If made any wrong entry then do not click back . at the end of submission of all data Edit / delete / add option are available**

**PROCEDURE FOR RENEWAL**

- Go to the website [www.psra.gkp.pk](http://www.psra.gkp.pk)
- Entered User Name & Password already allotted and Click on renewal
- Enter Bank STAN No. (Six Digits) and Click on Proceed
- Renewal page will be opened. All information will be automatically entered except Section-C
- Section C (enrollment) will be added Class wise + age wise
- After filling the renewal form, get a print and attach all the required documents alongwith required fee challan deposited any branch of Bank of Khyber in KPK and then submit the registration form complete in all respect in the office of KP-PSRA House No. 18-E, Jamal Ud Din Afghani Road, University Town, Peshawar

**PROCEDURE FOR R UPGRADATION**

- Go to the website [www.psra.gkp.pk](http://www.psra.gkp.pk)
- Entered User Name & Password already allotted and Click on renewal + upgradation
- Entered Bank STAN No. (Six Digits) and Click on Proceed
- Renewal + upgradation page will be opened. All information will be automatically entered except Section-C
- Section C (enrollment) will be added Class wise + age wise
- After filling the renewal form, get a print and attach all the required documents along with required fee challan deposited any branch of Bank of Khyber in KPK and then submit the form complete in all respect in the office of KP-PSRA House No. 18-E, Jamal Ud Din Afghani Road University Town, Peshawar.