



# The Bhawanipur Gujarati Education Society School (ISC)

5, Lala Lajpat Rai Sarani  
Kolkata 700020

## Instruction Slip for Class XI Admission for Academic Year 2015-17

Step	Procedure
1	<p>Student along with parent should meet the Management at “<b>School Admission Desk</b>” on <b>2<sup>nd</sup> Floor, Society Building</b>, with Class X original mark sheet, between <b>11.30 A.M. to 3.00 P.M. (Monday to Saturday)</b> starting from <b>Friday, 22/05/2015</b>, to get an Approval for Filling up Application form.</p> <p>An Approval Slip will be given to student for filling up Application form.</p>
2	<p>After getting the Approval Slip, student is required to go to Board room for filling up Application Form.</p>
3	<p>After successful submission of the online form student is required to print Application form, Application fees Challan &amp; Document Checklist.</p>
4	<p>Application Fees of Rs.500.00 is to be paid at “Application fees” counter in cash in the same room.</p>
5	<p>Student is required to go to “Admission fees Challan” counter to collect their admission fees challan to be paid in cash at Federal Bank.</p> <p><b>Please Note:</b></p> <ol style="list-style-type: none"><li>Parents are required to pay the admission fees within <b>48Hrs.</b> from the date of issue of the challan.</li><li>Admission fees will be paid only at <b>The Federal Bank Ltd, 4 /1, Lala Lajpat Rai Sarani, Bhawanipur Branch, Kolkata- 700 020</b></li></ol>
6	<p>After collecting Admission fees challan, student is required to go to “Document Verification Date Allotment” counter. The student will be allotted the date and time for document verification.</p>
7	<p>After payment of admission fees, Students will have to report to Room No. 322 (3<sup>rd</sup> Floor) for document verification and submission along with all the documents as mentioned in <b>point no. 8</b> below.</p> <p><b>It is mandatory to bring any one of the parents in verification process.</b></p>
8	<p>Students are required to carry the following documents to complete the admission process:</p> <ol style="list-style-type: none"><li>Admission Form ( Will get printed after application form fill-up)</li><li>Class X original Board Mark sheet and original Admit Card.</li><li>Admission fees challan duly stamped by The Federal Bank (<b>in Original</b>)</li><li><b>For ICSE Board:</b> 2 (two) photocopies of Board Mark sheet attested by the Principal of previous school. <b>For other than ICSE Board:</b> 2 (two) photocopies of Board Mark sheet attested by the Principal of previous school and additional 2 (Two) Photocopies of Board Mark sheet Non Attested.</li><li>1 (one) photocopy of Admit Card attested by previous School’s Principal.</li><li>2 (Two) passport size recent color photographs along with the Admission Form. 2 (Two) passport size recent color photographs in School uniform to be submitted by 15<sup>th</sup> July 2015.</li><li>1 (one) photocopy Birth Certificate.</li><li>Proof of Blood Group (Doctor’s certificate in original).</li><li>1 (One) Recent Photograph of both the parents.</li><li>1 Photo copy of Address &amp; Photo ID proof of any one of the parent. (original to be shown for verification)</li><li>Original Transfer Certificate for Students from ICSE Board.</li><li>Original Transfer Certificate &amp; Migration Certificate for student of other than ICSE Board.</li></ol>
9	<p>Only Gujarati students need to go to “Gujarati Department” counter to enroll for Gujarati classes.</p>