



BALA G COMPUTER INSTITUTE & TRAINING CENTER

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ADMISSION DOCUMENTS CHECKLIST

Checklist No.: _____

Date: _____

1. Student Admission Details

Student's Full Name: _____ Admission No.: _____

Course Applied For: _____ Mobile No.: _____ Session: _____

Guardian Name: _____ Guardian Mobile: _____

2. Mandatory Documents Required for Admission

Recent Passport Size Photos
Minimum 2 clear photographs

Aadhaar Card / Valid ID Proof
Original + photocopy for verification

Address Proof
Aadhaar / Electricity bill / Rent proof

Qualification Proof
Marksheet / Certificate / School ID

Parent / Guardian ID Proof
Required for minor students

Admission Form Filled & Signed
Student and parent signature required

Course Fee Receipt / Payment Proof
Cash / UPI / bank payment proof

Active Mobile, WhatsApp & Email ID
For batch updates and certificate records

3. Additional Documents - If Applicable

Caste / EWS Certificate
If student wants category record

Previous Course Certificate
For advanced course admission

Transfer / School Leaving Proof
If required for institute record

Experience / Work Proof
For job or career upgrade counselling

Parent Consent Letter
Mandatory for students below 18 years

Disability / Medical Certificate
If special learning support is needed

4. Office Verification & Admission Status

| Particular | Received | Original Verified | Pending | Remarks |
|---------------------|--------------------------|--------------------------|--------------------------|---------|
| ID Proof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Address Proof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Qualification Proof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Photo & Signatures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Important Note: Bring original documents for verification and submit photocopies. Incomplete documents may delay admission, ID card or certificate records. Office staff must tick documents after checking and update admission register/CRM on the same day.

Student Signature: _____ Parent / Guardian Signature: _____ Verified By: _____