



# BALA G COMPUTER INSTITUTE & TRAINING CENTER

S-11, GF, Hayat Market, Oppt. Rana Sariya Wala, Sec 01, Jalpura, Gr. Noida,  
G. B. Nagar, U. P 201306

Mob: +91-8510909006 | Mail-Id: bgcitic@gmail.com | Visit us: www.bgcitic.in

## ADMISSION FORM

Admission No.: \_\_\_\_\_  
Date: \_\_\_\_\_

### 1. Admission Details

Session: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Batch Code: \_\_\_\_\_  
Admission Type:  New Admission  Course Upgrade  Re-Admission  Transfer / Other

### 2. Student / Candidate Personal Details

Student's Full Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
WhatsApp No.: \_\_\_\_\_ Alternate No.: \_\_\_\_\_  
Email ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F  
Aadhaar No.: \_\_\_\_\_ Blood Group: \_\_\_\_\_ Category:  Gen  OBC  SC/ST  
Father / Guardian Name: \_\_\_\_\_ Guardian Mobile No.: \_\_\_\_\_  
Father's / Guardian's Occupation: \_\_\_\_\_ Mother Name: \_\_\_\_\_

### 3. Address & Academic Information

Full Address: \_\_\_\_\_  
City / Area: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ Highest Qualification / Class: \_\_\_\_\_  
School / College / Company: \_\_\_\_\_ Board / University: \_\_\_\_\_  
Passing Year: \_\_\_\_\_ Current Status:  Student  Job  Business  Other

### 4. Course Applied For & Batch Preference

Course Applied For:  
 Basic Computer  ADCA / DCA  MS Office & Excel  
 Tally Prime with GST  Graphic Design  Web Design / WordPress  
 Digital Marketing / SEO  Computer Hardware  Computer Networking  
 Mobile Repairing  Typing / Internet  Other  
Other Course / Specialization: \_\_\_\_\_  
Course Duration: \_\_\_\_\_ Preferred Start Date: \_\_\_\_\_ Batch Timing:  M  E  W  
Purpose of Joining:  Job  Business  Freelancing  Skill Upgrade  Exam / Interview

### 5. Documents Submitted at Admission

Documents Attached:  Student Photo  Aadhaar / ID Proof  Qualification Proof  Parent Consent  
 Address Proof  Fee Receipt  Other **Other Document:** \_\_\_\_\_



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Date: \_\_\_\_\_

### 6. Fee & Payment Details

Course Fee: \_\_\_\_\_ Registration Fee: \_\_\_\_\_ Discount / Offer: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Balance Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Payment Mode:  Cash  UPI  Card  Bank Transfer  Cheque Transaction ID: \_\_\_\_\_  
Installment Plan / Due Dates: \_\_\_\_\_

### 7. Emergency Contact & Reference Details

Emergency Contact Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Reference / Introduced By: \_\_\_\_\_

### 8. Optional Reference Details

Please provide details of a friend or relative who may be interested in joining any BGCITC course.

#### Reference 1

Name: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Course Interest: \_\_\_\_\_

#### Reference 2

Name: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Course Interest: \_\_\_\_\_

### 9. Student / Parent Declaration

I confirm that the information given in this admission form is true and correct. I agree to follow the rules, discipline, fee schedule, batch timing and attendance guidelines of BGCITC. I understand that certificates, training support and placement assistance are subject to successful course completion, performance and institute policy. BGCITC may contact me or my parent/guardian through phone, WhatsApp, SMS or email for admission, class schedule, fee reminder and institute-related updates.

Student Signature: \_\_\_\_\_ Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 10. For Office Use Only

Counsellor Name: \_\_\_\_\_ Admission Approved By: \_\_\_\_\_  
Batch Allotted: \_\_\_\_\_ Student ID: \_\_\_\_\_ CRM No.: \_\_\_\_\_  
Admission Status:  Confirmed  Pending  Hold  
Office Remarks: \_\_\_\_\_

Institute Seal / Stamp

Authorized Signature

Note: Attach required documents and update student record on the same day.