



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

INSTRUCTIONS TO BE FOLLOWED FOR PHYSICAL SUBMISSION OF CALCUTTA UNIVERSITY
ADMISSION & REGISTRATION DATA SHEET & DOCUMENTS (PART 2 OF 2)
(APPLICABLE ONLY FOR THE STUDENTS ADMITTED IN ACADEMIC YEAR 2026-2027)

- Please read the instructions given below carefully before reporting to the Venue for Physical Submission of your Admission & Registration Data Sheet & Documents.
- The Calcutta University registration procedure is divided into two parts, and it is mandatory for students to complete both the parts for successful registration. If you have not yet completed Part 1 of the registration procedure, [Click Here](#) to read the notice related to it before proceeding with the Physical Submission of required documents (Part 2).

Step 1
Once you have completed Part 1 of the procedure, take a printout of the Admission & Registration Data Sheet you submitted online for your Calcutta University registration. You must download and print the Admission & Registration Data Sheet. After completing your **online process**, you can download your **Admission & Registration Data Sheet** from the **confirmation email** sent to your **institutional email ID** or download it from the [Student Console](#).

Note: You must print the form on a white A4 size paper in portrait mode only. Both side printing is mandatory.

Step 2
On the second page of the Admission & Registration Data Sheet, you must provide your FULL SIGNATURE in running hand (**DO NOT SIGN IN BLOCK/ CAPITAL LETTERS**) within the designated box, ensuring you avoid the borders. Please refer to the picture shown below for clarification.



Full Signature of the Student (Do not sign in CAPITAL LETTERS)

Date

Step 3
Attach the following documents exactly in the same order along with the Calcutta University Admission & Registration Data Sheet that you have printed by following the instructions given in Step 1 above:

- 1 (One)** photocopy of the **ORIGINAL** Class XII Board marksheet (**Net copy/ Digi Locker version will NOT be accepted**).
- 1 (One)** photocopy of Original Class X Board Admit Card/ Class X Board Marksheet/ Birth Certificate (having Date of Birth mentioned in it), issued by Government or Municipality.
- 1 (One)** photocopy of the Student's AADHAR CARD, (**Mandatory for Indian Citizens. Foreign Nationals MUST provide a photocopy of first & last page of the Passport**).
- 1 (One)** photocopy of the APAAR (ABC) ID Card (**Mandatory for Indian Citizens only**).
- 1 (One)** photocopy of Original SC/ ST/ OBC Certificate, issued by Government of West Bengal (**only if applied under SC/ ST/ OBC category**).
- Original** Migration Certificate issued from the Board (**NOT applicable for students belonging to WBCHSE/ ISC/ CBSE/ NIOS**).
- 1 (One)** photocopy of Original EWS Certificate issued by Government of West Bengal (**only if applied under EWS category**).
- 1 (One)** photocopy of the PWD (Person with Disability) Certificate (**only if applied under the Physically Handicap category**).
- 1 (One)** photocopy of Calcutta University Registration Certificate (only applicable to students registered with Calcutta University in the year 2025 or before).

Please Note:

- **DO NOT STAPLE any of the Documents, instead use a bell clip to attach the photocopies.**
- **Apart from Migration Certificate, students are not required to submit any original documents along with the Registration Data Form (as applicable).**



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Step
4

Once you have arranged the Admission & Registration Data Sheet & documents mentioned above, it is mandatory to write the **CU form number** (starting with 017XXXX, located on the first page of the Admission & Registration data form, as shown in the picture below) in the top right-hand corner of each document listed above (from sr. no. a to i, as applicable).



The Bhawanipur Education Society College

5, Lala Lajpat Rai Sarani, Kolkata – 700020

A Minority Run College. Affiliated to the University of Calcutta
Recognised under Section 2(F) & 12 (B) of the UGC Act, 1956

ADMISSION & REGISTRATION TOP SHEET

Name	[STUDENT FULL NAME]		
UID	[XXXXXXXXXX]	CU Form No.	[017XXXX]
Course	[B.A./B.Sc./B.Com./B.B.A]	Shift	[Morning / Day / Evening]

Please Note:

- ❖ You **MUST** carry valid ID Card issued by College, as you will have to produce the same to enter the venue.
- ❖ If you have opted for rectifications in your data at the time of Online Data submission (Part 1), please bring these rectifications to our attention during the physical submission of your Admission & Registration Datasheet. We will not be able to accommodate data rectification requests via email.
- ❖ Make sure that on submission of your Registration Form, your College ID Card is scanned by the College Office Executive in the Registration Form Submission Tables.
- ❖ It is mandatory for the student to be present personally at the time of Calcutta University Registration Process.
- ❖ Requests for any changes in the Registration Form submission schedule will not be entertained under any circumstances.
- ❖ The admission process is **INCOMPLETE** until you complete both the parts (Part 1 - Online Submission of Data and Part 2- Physical Submission of Admission & Registration Data Sheet and Documents) of your Calcutta University Registration process.