### Steps to follow for Part I Calcutta University Registration 2016-17

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<th>Procedure for Printing Registration form</th>
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1. Visit College Website [www.thebges.edu.in](http://www.thebges.edu.in). Click on Link “**Student Login**” (*Top right-hand side of the screen*), Enter your **User Code** (UID from College ID Card) and password (which you have used to generate Admission challan & Document at the time of Admission)

   Please Note: Do not use Applicant’s Login now onwards.

2. **In Case You Forgot Your Password:**

   Click on “**Forgot Password**”. Give your College UID, E-mail ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on “**Get Password**”. Your password will be reset to “**welcome**”. You will be required to change your password to access your online profile.

   Please Note: **YOU SHOULD NOT GIVE “welcome” AS YOUR NEW PASSWORD**.

3. **After you Login, on the left side of the dash board or screen go to “CU Registration” and click on “CU Registration Form”**

   **Please note:**

   IF IN YOUR BROWSER “POPUP” IS BLOCKED, YOU WILL GET A DISPLAY ON THE TOP RIGHT OF THE BROWSER (RED COLOURED CROSS), PLEASE CLICK ON THAT DISPLAY AND ENABLE THE POPUP.

4. **Once clicked on “CU Registration Form”, A window will pop up, where printout option for CU registration form is given.**

5. **Click on the “Print Form” button.**

6. **A PDF of your Calcutta University Registration form will be generated & displayed.**

7. **After confirming the below two points, print the CU Registration Form.**

   a) The registration form must be printed on a white A4 size paper only.

   b) Please uncheck “Fit to page” option in the print window.

8. **After Printing of Calcutta University Registration Form, please read the information given in the **Information Related to Registration Form Submission & Required Documents page**.**