Birla High School

1, Moira Street Kolkata-700017

Phone: (033)2287-6420 / 9004

DOCUMENTS REQUIRED (FOR NON-BHS)

You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the application form:

a) Soft copy of colour photographs in Jpeg, Jpg format (not more than 3 months old) - Size: not more than 20 KB with a dimension of 160X200.
b) Scanned copy of the birth certificate from the Corporation / Local Municipality (not more than 200 KB).
c) Scanned copy of report card of Class IX Annual Examination (not more than 200 KB).
d) Scanned copy of Aadhaar card (not more than 200 KB).
e) Scanned copy of letter attested by the school (on the school letterhead), indicating the Mathematics level opted for, in the Class X Board Examination (CBSE), in case the candidate wants to opt for Mathematics. (Applicable for Non-BHS CBSE students.)

IMPORTANT INFORMATION REGARDING ADMISSION

1. **All applications to be made through ADMISSION TREE (**https://www.admissiontree.in/#/schools/BHS**).**
2. **THE APPLICATION OF THE CANDIDATE WILL BE REJECTED IF THE ENTIRE ADMISSION FORM IS NOT FILLED THROUGH CAMPUSCARE WITHIN THE NEXT THREE DAYS OF COMPLETING THE REGISTRATION PAYMENT (every applicant will be redirected to Campuscare by Admission Tree on completing the payment procedure).**
3. Candidates can apply for all three streams and make the necessary payment accordingly prior to filling up the form.
4. You will be required to make an online payment of Rs. 1000 + Convenience charges: (Rs.125 + 18% GST) = Rs. 1148 (non-refundable) per stream as the registration charges.
5. Once the payment has been made, a receipt will be generated and mailed by ADMISSION TREE to the candidate's email address provided at the time of registration. For all other communication with ADMISSION TREE, the acknowledgement number given by them needs to be quoted.
6. After successful payment of registration charges, you will be redirected to the school's ERP page to complete the application process.
7. A valid personal e-mail id and mobile number of the applicant and parents are required for communication.
8. Class IX Annual Examination marks and Admission Test marks will be considered for admission to Class XI.
9. **Supporting document to be provided for the marks which are entered in the application form(s).**
10. **The order of subjects while filling up the Annual Examination marks of Class IX in the form should be 1) English 2) Hindi / Bengali 3) Mathematics 4) Science 5) Social Science.**
11. **Securing mere cut off marks in Class IX Annual Examination is no guarantee for admission; selection will depend on admission test marks as well.**
12. **Candidates have the privilege to apply in more than one stream if they want to. Only those candidates who have applied for more than one stream will be considered for admission in the second stream if they are rejected in the first stream on the basis of admission test marks. NO SUCH PRIVILEGE WILL BE GIVEN TO THE CANDIDATES WHO HAVE APPLIED ONLY IN ONE STREAM.**
13. Editing of the data (filled in the form) is not permissible after submitting the form.
14. Forms submitted via fax, e-mail or any mode other than stated above will not be accepted.
15. If your application form is successfully submitted the system will generate an Acknowledgement Receipt with an Application Form No. which you must use in all further correspondence. The Acknowledgement Receipt will also reflect a USER-ID and a PASSWORD. (Please make sure the Pop - up Blocker is turned off to get the Acknowledgement Receipt).
16. To apply for the second / third stream, re-login in admissiontree.in (with the previously created profile) and select the option to apply for the next stream(s).
17. Take a print out of the submitted Application Form and Acknowledgement Receipt as these documents will be required for submission in school. Print out might not be possible once the online application process is

closed. (Important: Applicants applying for two / three streams must take a print out of the form showing both / all the streams. DO NOT take print out of the screen shot, since it will be treated as incomplete).

18. The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. (The selection procedure is designed by a Committee and the selection of the candidate is done by the Management).

19. The School does not accept any donation for admissions. There may be third parties making false claims of procuring admission and collecting money on behalf of the School. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The school will appreciate if it is made aware of such person(s) so that proper legal action can be taken against them.

List of Non BHS Candidates selected for the Interview will be posted on the school website: birlahighschool.com.

A candidate, whose application form number does not appear in this list, will regretfully, not be part of the next level of the admission process.

Final list of candidates selected for Provisional admission to Class XI will be posted on the school website: birlahighschool.com.

THE ADMISSION PROCESS AND GRANT OF ADMISSION TO CHILDREN BELONGING TO WEAKER SECTION & DISADVANTAGED GROUP IN THE NEIGHBOURHOOD SCHOOL IS SUBJECT TO THE PROVISION OF THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009 AND RULES, 2012.