



**The BGES School (ICSE)**  
**12B Heysham Road**  
**Kolkata 700020**  
**PROCEDURE FOR ONLINE APPLICATION**  
**NEW ADMISSION**

- Application open from 01 Aug every year.
- Open the website [www.thebgesschool.com](http://www.thebgesschool.com)
- Click on "Application for new admission" link. Scroll down and click again on "Application for new admission" link.
- Please read the page carefully and then click on "I agree & continue" to accept all the rules, regulations and norms of the school .
- You will be taken to "Admissiontree.in" an ABP initiative site. Go through the details and click on "Apply Now".
- Before filling up the form you have to register your mobile number by clicking on "Sign up here".
- Enter your mobile number and click "Send OTP"
- Enter OTP and click "Verify OTP"
- "Create Login Credential" page will open where fill up the details and press "Submit". Your userid and password will be registered and it will show "Thank you for your registration. Go to Home page Click". Click on it and it will take you back to Home page.
- In the Home Page click on "Admission".
- Search for the school name "The BGES School (ICSE)". Click on the school name and press "Apply Now"
- Click on New Applicant. Fill the Date of Birth and session and click "Check Availability"
- Select Eligible Class and click "Proceed". **Only as per age eligibility class option will be shown.**
- Read the Instruction to fill up the form. Press "Next".
- Application Form will open. Fill up all the details given in the form. No field marked \* to be left blank and press "Preview".
- The preview of the Application Form will come up on the screen. If the information are correct click "Proceed" or click "Back" to correct the form.
- When clicked on "Proceed" it will take you to the Payment page. Click the check box and press "Make payment".
- You will be taken to Payment gateway page where select the options and make the payment.
- Print the Receipt and the Application Form.
- The acknowledgement of uploading admission form to the school website will be available on the Email id given in the form within 48h of making the payment.
- Print the acknowledgement. Study the acknowledgement carefully and in details.
- You are given an application number and password for reopening the acknowledgement.
- Please see Admission Policy/ Criteria for categorization/ Additional information for students seeking admission.
- You may collect hard copy of school prospectus from school front office on any working day by showing the acknowledgement or alternatively same can be downloaded from URL <https://www.thebgesschool.com/Prospectus>