

Institution Registration

BMTC is issuing passes to the students studying in Bangalore urban areas at a concessional rate. The institutions need to register with BMTC for extend in concessional/free student passes to their students.

1. Institution New Registration-

The following are the procedures for registration of institutions-

- Institutions offering CBSE, ICSE, Diploma, ITI, graduation & post graduation courses, Technical & medical courses need to register with BMTC. Schools (upto 10th std) recognized by GOK & enrolled in SATS portal need not to register.
- Institutions have to fill the following details in the E-form-
 - Select Institution type -like CBSE, ICSE, Degree/ Professional, Evening, Phd, Technical & Medical. Based on the courses offered institution type is created.
 - If institutions are offering more than one category of courses (institution type), then they have to submit the application in each category.
 - Select the college name from the dropdown. BMTC has a list of colleges in Bengaluru. If the institution is not in the dropdown, the Principal has to send a mail to dtostudentpass@mybmtc.com requesting to add their college to the list along with the supporting documents.
 - College code (code given by Education dept) will be displayed automatically.
 - Update the institution address, pincode, institution contact number, email id.
 - Select the university (which has given the recognition to the institution) from the dropdown. If the university is not in the dropdown, the Principal has to send a mail to dtostudentpass@mybmtc.com requesting to add their University to the list along with the supporting documents.

- Select the course/s from the dropdown. If the course is not in the dropdown, the Principal has to send a mail to dtostudentpass@mybmtc.com requesting to add their course/s to the list along with the supporting documents.
- The principal will nominate one officer from their institution as a 'Nodal Officer' to verify the student details. (The student details will appear in the concerned college user credentials). The nodal officer details like mobile number, email id should be given.
- The documents like nodal officer appointment letter & the institution recognition copy should be uploaded. The appointment letter format is available in BMTC website.
- OTP will be sent to nodal officer mobile number.
- After successful submission, acknowledge number will be sent to the nodal officer mobile number.
- BMTC will approve/ reject the application after thorough scrutiny of the application & the uploaded documents. Approval or rejection of the application with the reasons will be updated through SMS and to institution & nodal officer email id.
- Institutions can re-submit the application if it is rejected with clarification or relevant document.

2. Request for updating the existing institution details (registered with BMTC in 2019-20)-

Institutions already registered with BMTC in the previous year (2019-20) may need to make changes in the existing details. Procedure is as below.

- Institutions may request for courses addition/ deletion, nodal officer change in the prescribed format. The format is available in BMTC website.
- Institutions should send email to dtostudentpass@mybmtc.com requesting the changes
- For Nodal officer change, they need to send the new nodal officer appointment letter through e-mail (the format is available in BMTC website).

- For any course addition, they need to send required document through e-mail.
- Approval/ rejection will be updated through e-mail.

For any further queries please contact BMTC helpline number 080-22483777