PROCEDURE FOR APPLYING STUDENT PASS UPTO 10TH STANDARD
BOTH THROUGH SCHOOLS AND BMTC WEB SITE

Type	Through Education Institutions	Directly through e- Form of BMTC
Upto 10th Standard	• At the time of admission, student can directly request the School Authority for BMTC bus pass • Provision has been made in the SATS software to capture the BMTC bus pass request details uploaded by the School Authorities ***Pass Fee:*** • The student needs to pay the processing amount to the school authority as follows: – Upto 1st to 7th – ***Rs.150/-*** ***Delivery*** • Upon submission of application by the School Authority online through the SATS software, BMTC will print the Smart Card and deliver the same as follows: – Upto 7th Standard – To the respective School by BMTC staff – 8th -10th will be directly sent to the student to the addressed mentioned by way of post. Pass fee including processing fee to be paid to the postal department at the time of delivery as follows: ▪ Girls -600 ▪ Boys -800 ▪ SC/ST-200	***Through Mobile using IVR options:*** • Dial 161 in mobile. • Next Select Kannada or English language. • Next Select 6 for BMTC services. • Select 2 for Student passes • Student pass application will be sent to the student's mobile through weblink ***Through direct web link*** • Alternatively, the student can also visit www.mybmtc.com and access the weblink for applying for student pass. ***Application Process*** • Student will obtain the student pass application in the web link • Upon fetching of e-form, the student has to enter the Student enrollment number and Date of Birth. • Once the student enrollment and Date of Birth entered by the student matches the SATS database, the system will automatically fetch other required information from the SATS database • Once the auto fetching of information happens, the student needs to verify the information and enter parent's mobile number &email id. *In the event the data fetched is wrong the student needs to get back to the School Authority for correction of data before proceeding.* • If the data fetched is correct, then the student needs to proceed to the next page for entering From, Via and To stops. • After entering the bus stops the student will have to upload his photo and the same shall not be more than 1 MB. • After completing all the above steps, the student may submit the application and he will be provided an Application number. ***Processing Fee:*** • Upto class 7th, the student needs to pay Rs. 200 to the postal department at the time of collection of smart cards. • 8th to 10th the student needs to pay Pass fee including processing fee to the postal department at the time of delivery as follows: ▪ Girls -600 ▪ Boys -800 ▪ SC/ST-200 ***Delivery*** • For students who apply directly, the smart card will be directly sent to the postal address of the student by post and the pass amount will be collected directly by the Postal Department at the time of delivery