

**B**

OFFICIAL STUDENT HANDBOOK

# **B-JET Student Guide**

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Everything you need to know — from signing in to getting enrolled on the RemotePool talent marketplace.

Generated 19 June 2026  
RemotePool Platform · B-JET Programme

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Use this guide to navigate each stage of the B-JET recruitment process.

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# Getting Started

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1

### **Sign in**

Visit /bjet and click Apply Now. Use your Google account to sign in — no password needed.

2

### **Sidebar links**

After signing in, use the left sidebar: Dashboard (home), Profile (edit answers), Notifications (institute messages), Guide (this document).

# Submitting Your Application

## B-JET STUDENT GUIDE

1

### Find an open batch

Click Apply Now on the B-JET page. If a batch is open, you go straight to the form. If not, you'll see a message that no batch is available.

2

### Fill in the form

Complete all required fields (marked \*). Typical fields: name, university, CGPA, GitHub URL, JLPT level, English level, and a cover letter.

3

### Upload files

CV and transcript fields accept PDF, JPEG, or PNG. The size limit is shown next to each upload button.

4

### Submit

Click Submit Application. Fix any red errors, then resubmit. On success you get a confirmation and an applicant code (e.g. 15-007) on your dashboard.

### IMPORTANT

#### One application per batch

You can only apply once per batch. The batch must be open and within the deadline.

# Your Dashboard

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1

## Status banner

A banner at the top tells you your current stage and what to do next.

2

## Pipeline tracker

A progress bar shows all recruitment stages. Checkmark = done. Highlighted = current. Faded = skipped. Empty = upcoming.

3

## Stats cards

Shows your current step (e.g. Step 2 of 5), exam scores, and interview counts.

4

## Right sidebar

Shows your institute, batch, application date, recent notifications, profile preview, and program rules.

# Understanding Your Status

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## Applied

Received. No action needed — wait for review.

## Reviewing

Institute is reviewing. You can still edit your profile.

## Shortlisted

Passed initial review. Watch for an exam or interview.

## Exam Phase

Exams assigned. Complete them before the deadline.

## Interview Phase

Interviews scheduled. Confirm and join on time.

## Ideathon Phase

Submit your business idea via the Ideathon section.

## Final Selected

You are selected! Complete payment to enroll.

## Rejected

Not selected this time. You may apply to future batches.

# Taking Your Exams

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1

## Starting the exam

The Start button only appears during the open window. Join any proctoring session first, then click Start Exam.

2

## Navigation

A timer counts down at the top. Click any question number in the sidebar to jump to it. Answered = filled, flagged = flag icon.

3

## Question types

MCQ — choose one option. Code Snippet — write and run code in the browser. Short Answer — type your response.

4

## Code editor

Code questions have a built-in Monaco editor (same as VS Code). Pick your language, write your solution, click Run — output appears instantly.

5

## Auto-save

Answers save automatically. No need to manually save.

### IMPORTANT

#### Stay on the exam tab

Leaving or minimising the tab counts as a violation. 3 violations = auto-submit. Use the built-in Run button — never open an external site.

6

## Submit

Click Submit Exam, review the summary, then Confirm Submit. Answers are locked after submission.

7

## Results

MCQ scores appear instantly. Code and short-answer scores appear within minutes. Your rank is shown (e.g. Rank #3 of 47).

9 NOTE

**Missed the window?**

Contact your institute — they can reschedule if needed.

# Attending Interviews

1

## Interview cards

Each interview appears as a card showing type (Technical, HR, etc.), date, time, duration, and meeting link.

2

## Confirm attendance

Click Confirm on the card so the institute knows you will attend.

3

## Request reschedule

Click Request Reschedule, give your reason and preferred times. The institute will update if possible.

4

## Join the call

Click Join Meeting at the scheduled time. The call opens in a new tab.

5

## After the interview

Your score and interviewer notes appear on the card once recorded.

6

## Messaging

Each card has a chat thread with the institute. Use it for questions or to share documents.

# Ideathon Submission

1

## When it appears

The Ideathon section activates when your status changes to Ideathon Phase. Read the theme before starting.

2

## Required fields

Idea Title (5–10 words), Problem Statement (the problem and who it affects), Idea Description (your solution and technology).

### NOTE

#### Optional but recommended

Prototype URL (Figma or GitHub), Demo Video URL (2–3 min), Supporting Document (PDF, max 5 MB).

### IMPORTANT

#### Submit before the deadline

The form locks after the deadline. Submit early — no changes can be made once it closes.

3

## Results

Your score (0–100) and written feedback appear in the Ideathon section. You then move to Final Selected or Rejected.

# Payment & Enrollment

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1

**1. Check payment details**

When selected, the Payment section shows bank name, account number, transfer amount, and the required reference.

2

**2. Download the slip**

If a PDF pay-in slip is attached, download and save it.

3

**3. Transfer the funds**

Use your bank app or visit a branch. Use the exact reference format shown.

4

**4. Upload proof**

Click Upload Evidence, select your receipt (JPEG, PNG, or PDF), and submit. Status changes to Submitted.

5

**5. Wait for verification**

The institute verifies your payment. Once approved, status changes to Verified and your profile goes live on RemotePool.

**9 NOTE****Status meanings**

Pending = waiting for your upload. Submitted = under review. Verified = enrolled.

# Editing Your Profile

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1

## When editing is allowed

You can edit only while your status is Applied or Reviewing. After Shortlisted, the form becomes read-only.

2

## How to edit

Click Profile in the sidebar. Update your fields and click Save Profile. Changes are saved immediately.

## FAQ

### B-JET STUDENT GUIDE

**Q: Can I apply to more than one batch?**

A: Yes — each batch is independent. You can apply to multiple open batches at the same time.

**Q: Why is the Start Exam button not showing?**

A: It only appears during the exam's open window. Check the Opens/Closes times. If the window passed, contact your institute.

**Q: Can I run code without leaving the exam tab?**

A: Yes. Click the Run button inside the code editor — output appears right there. Never open an external tab.

**Q: Which languages does the code editor support?**

A: Python 3, JavaScript, TypeScript, Java, C++, and Go. Switch via the dropdown in the editor.

**Q: My code ran but I see no output. Why?**

A: Check the output panel: red area = errors, white area = printed output. Exit code 0 means it ran without errors.

**Q: No score after submitting the exam?**

A: MCQ scores are instant. AI-evaluated answers take a few minutes. If 30+ minutes pass, contact your institute.

**Q: Can I edit my application after submitting?**

A: Yes, but only while status is Applied or Reviewing. Go to Profile in the sidebar.

**Q: I was rejected. Can I try again?**

A: Yes. Rejection from one batch does not affect future applications. Watch the B-JET page for new batches.

**Q: Payment uploaded but status still shows Pending?**

A: Refresh the page — it should update to Submitted. If not, try uploading again. Verification takes 1–2 business days.