

## Admission Procedure

Detailed information regarding the BBA admission is available at IBA's website (<http://www.iba-du.edu>) or IBA admission website (<http://iba.univdhaka.edu>). The qualifications required for applying to the BBA program are explained there. The procedure for making an application is also described in the website and necessary links have been provided.

### A. Guidelines to Fill-in Online Application Form

1. Use any web browser to go to IBA website (<http://www.iba-du.edu>) and click on **<BBA Admission 2012-13>**, or go to DU admission website (<http://admission.univdhaka.edu>) and click on **<IBA>** or go to IBA admission website (<http://iba.univdhaka.edu>) directly.
2. Click on **<Apply>** on the Menu bar.
3. A) Candidates with HSC/Alim/DIBS/Dip-in-Com/HSC(BM)/HSC(voc) from Bangladesh Education Board (Dhaka, Chittagong, Comilla, Rajshahi, Jessore, etc) Board or Madrasah Board or Bangladesh Technical Education Board (BTEB) (with SSC/Dakhil/O-Level) can apply following the steps stated below:
  - i) Select **<Education Boards Bangladesh>** under the Student type tab. After providing three required particulars (applicant's higher secondary/equivalent examination roll number, passing year and board's name) click on the **<Submit>** button.
  - ii) The applicant's name, secondary/equivalent and higher secondary/equivalent examination roll number, year of passing and name of the board shall appear on a webpage. Then the applicant must fill in the rest of the information required in the application form and upload the scanned color photo. If all the information is correct and the qualification requirements are met, the applicant will be able to see a **<Confirm>** button. After clicking on the **<Confirm>** button, the applicant will be able to see the link for downloading the 'Payslip'. The 'Payslip' (PDF version) has to be downloaded and printed by the applicant for paying the admission test fees. There will be a 12-digit 'Pin Number' on the 'Payslip' that has to be used later while printing the 'Admit Card'. If the information is incorrect, the **<Confirm>** button will not appear. In that case, the application procedure must be started again using the correct particulars.
3. B) Candidates with A-level from GCE Edexcel or CIE (with SSC/O-level) can apply following the steps stated below:
  - i) Applicants with A-Level need to collect the 'Application Code' through SMS. To collect the 'Application Code', go to the message option in your cell phone (Robi, and type DU IBACODE <your\_passport\_no.> and send to 16321 number. The applicant's 'Passport Number' and 'Application Code' will be sent via reply SMS. This 'Application Code' and 'Passport Number' will be required during the application procedure. No space/dash can be used when inputting the Passport Number.

- ii) Select 'GCE/CIE' under 'Student Type'. Then type in the applicant's 'Passport Number' and 'Application Code' and click on the <Submit> button.
  - iii) Then fill in the required particulars (e.g. applicant's name, father's name etc.) and year of passing, name of the board, and the names and grades of three A-Level and five (including mathematics) O-Level (or equivalent) subjects. For A-Level and O-level, input the names and grades of the subjects with the highest grades attained. Now, click on the <Check Eligibility> button.
  - iv) If eligible, fill in the rest of the information required in the application form and upload the scanned color photo. If the required information are properly filled, the applicant will see a <Confirm> button.
  - v) Clicking on the <Confirm> button, the applicant will be able to see the link for downloading the 'Payslip'. The Payslip has to be downloaded and printed by the applicant for paying the admission test fees. There will be a 12-digit 'Pin Number' on the 'Payslip' that has to be used later while printing the 'Admit Card'.
3. C) Candidates having certificates other than stated in 3 (B) and 3 (C) will have to contact IBA to obtain equivalence of their transcripts by the Equivalence Committee of IBA. After getting the 'Equivalence Certificate' and 'Equivalence ID' from IBA, they can apply following the steps described above. In this regard, they will have to use the 'Equivalence ID' as Roll Number, Board as 'Others' and year of passing.

## **B. Application Fees and Admit Card**

1. The Payslip must be downloaded and printed. There are two parts in the 'Payslip': one part is for the student and the other for the bank. The applicant must sign on the both parts of the Payslip.
2. The applicant can go to any of the branches of the four national commercial banks (Janata, Sonali, Agrani and Rupali) and pay the application fee of total BDT 865.00 (Eight Hundred Sixty Five only) (Including online processing fee of BDT 75.00 and Bank Service Charge of BDT 40.00) along with the Payslip. The application is to be submitted online by November 21, 2012 (Wednesday). However, the last date for payment of admission fees in bank is November 22, 2012(Thursday).
3. The applicant will have to revisit the IBA Admission Website (<http://iba.univdhaka.edu>) after a minimum of two working days from the submission of the application fees, and click on the 'Admit Card' Menu. Then, input the 'PIN Number' given on the Payslip and press the 'Tab' button on your keyboard. The 'Download Admit Card' link will appear on the webpage. The Admit Card (PDF version) will have to be downloaded by clicking on this option and a printout of the same must be taken by the applicant.
4. The Admit Card will contain the applicant's Roll number and Serial number for the admission examination. The applicant must carry the

Admit card and the necessary documents stated in the Admit card in order to sit for the test.

**C. Photo-related Information:**

1. Candidates must upload a recent passport size colored photo taken with a digital/mobile camera or scanned from a good quality printed image. The background of the photo should be white/off-white.
2. If you scan the photo, the resolution of the scanned image should be 300 DPI. The size should be 500-600 pixels in length and 400-500 pixels in width. The image file should not be greater than 100 kilobytes in size.

For further information, visit the IBA website ([www.iba-du.edu](http://www.iba-du.edu)) or contact the BBA Program Office (Room # 319, 2nd floor, IBA) or call at Tel: 9663220 or Mob:01772563303 on any day (excluding Fridays) between 10 am to 4 pm.