

INSTRUCTIONS & GUIDELINES ON MBA APPLICATION PROCEDURE

Necessary directions regarding the IBA MBA admission 2011-12 is shown at IBA's website (<http://www.iba-du.edu>) or (<http://iba.teletalk.com.bd>). The qualifications & requirements for applying to MBA program are explained at IBA website in details. The procedure directing other link of photo & signature, recovery of invoice, payment status, admit Card for applying is instructed below:

GUIDELINES TO SUBMIT OF ONLINE APPLICATION FORM

1. Use any web browser to go to IBA website (<http://www.iba-du.edu>) **OR** directly to [http:// iba.teletalk.com.bd](http://iba.teletalk.com.bd) to get to the IBA MBA application web page.

2. **Select <Radio button >** for MBA Admission test **& click** on **NEXT** to proceed the application.

3(a). Application form contains both of normal and mandatory info field as per IBA requirements to fill up where missing/escaping any field the software remind you to do that appropriately. At the end of the application page applicants are to upload photo 300x300 pixel where file size not more than 100 kb & signature 300x80 pixel where file size not more than 60 kb.

3(b). After rightly filling in the rest of the information required in the application form and uploading the jpg color photo & signature as well as required information, the applicant will see a **<Submit>** button.

3(c). After successful uploading, applicants are to type validation code for security purpose and admit the undertaking clicking the option & submit the application.

3(d). Successful submission shows applicants a student copy with information provided by applicants of their own major with an **INVOICE** that is very important to keep for the next step to deposit fee. The applicants can print the preview of student copy.

4. APPLICATION FEE & ADMIT CARD

APPLICATIONS FEE

Applicants submitted online application and received an **INVOICE** are to frame a SMS by a Teletalk Prepaid mobile phone likely:

a) **1st SMS:** IBA<space>INVOICE & Send to 16222

Example: **IBA BNPQMG Send to 16222**

Reply: Congrats applicants addressing Name allotting a personal identification number (**PIN**) informing amount of fee to deposit for MBA program.

b) **2nd SMS:** IBA<space>YES<space>PIN & Send to 16222

Example: **IBA YES 389234 Send to 16222**

Reply: Confirms applicant of fee submission and allot a **UWERNAME & PASSWORD** unique to every applicant.

ADMITCARD:

a) By logging using individual's unique **USERNAME & PASSWORD** applicants can download admit Card instantly.

b) Submission of online application form & deposit of fee service is open round the clock until further instruction by IBA.

For further information, visit the IBA website (www.iba-du.edu) or contact the MBA Program Office (Room # 218, 1st floor, IBA) or call at Tel: 9663771 or Mob: 01764119001, 01764119002 on any day (excluding Fridays) between 10 am to 4 pm.