

Application Process for Bangla Medium/ English Version Students (SSC and HSC):

Applicants who have already applied in different units of DU, need not fill up the basic information again, rather can directly go to IBA unit and click on “apply” after they have logged in to their portal from <https://admission.eis.du.ac.bd> . For others-

1. Visit the following link (DU admission link)
 - <https://admission.eis.du.ac.bd>You can **change the language (Bangla/English)** according to their preference using the button on the top right corner of the page.
2. Login using your HSC and SSC roll number.
3. Go to IBA unit and click on “apply”
4. Fill up the form and upload your photograph (The specifications are available in the website)
5. The payment of application fees of Tk. 1250 needs to be done by 5pm Sunday, June 12, 2022. Payment can be completed using offline, online and mobile banking services. For online and mobile banking payments, steps are available in that website and proceeds instantly. If you select offline, a payment slip will be generated afterwards. This should be printed out and specified admission fee is to be deposited along with the payment slip in any of the banks mentioned there.
6. Within a week confirmation of the payment will be displayed in the student’s admission website profile.
7. Admit Cards will be available for download from 12 pm Thursday, June 16, 2022 to 12 pm Thursday, June 23, 2022. It can be accessed by logging in to the DU admission website. The seat plan will also be available there.

Application Process for English Medium Students (O levels and A levels):

Applicants who have already applied in different units of DU, need not fill up the basic information again, rather can directly go to IBA unit and click on “apply” after they have logged in to their portal (using their existing Equivalent Certificate ID) from <https://admission.eis.du.ac.bd> . If you have not applied to any other unit before, you have to complete the following steps.

1. Visit the following link (DU admission link)
 - <https://admission.eis.du.ac.bd>
You can **change the language (Bangla/English)** according to their preference using the button on the top right corner of the page.
2. If you have not applied to any other unit before, you have to complete the Equivalence Certificate application process first. For further information on this step, please refer to the next section (“**How to Apply for Equivalence Certificate**”).
3. Once you receive the Equivalence Certificate, use the Equivalence ID as the SSC and HSC roll. The current year should be selected as the Passing Year. Select “GCE or Others” in the Board drop-down menu.
4. After logging in, go to IBA Unit and click on “Apply”
5. Fill up the form and upload your photograph (The specifications are available in the upload webpage).
6. The payment of application fees of Tk. 1250 needs to be done by 5pm Sunday, June 12, 2022. Payment can be completed using offline, online and mobile banking services. For online and mobile banking payments, steps are available in that website and proceeds instantly. If you select offline, a payment slip will be generated afterwards. This should be printed out and specified admission fee is to be deposited along with the payment slip in any of the banks mentioned there.
7. Within a week confirmation of the payment will be displayed in the student’s admission website profile.
8. Admit Cards will be available for download from 12 pm Thursday, June 16, 2022 to 12 pm Thursday, June 23, 2022. It can be accessed by logging in to the DU admission website. The seat plan will also be available there.

How to Apply for Equivalence Certificate

An equivalence certificate is needed for applicants from O-level, A-level or from all other boards outside the country so that their eligibility for admission in IBA can be evaluated as regular board students. The equivalence certificate is to be obtained before starting the main application. The deadline for applying for the Equivalence certificate will be on 12am, June 10, 2022. However, those who have already received their equivalence certificate while applying in different units of DU, need not apply for the equivalence certificate again and directly start their main application for the BBA admission test in IBA.

1. In order to apply for an equivalence certificate, visit the DU admission website: <https://admission.eis.du.ac.bd>. In the application process, you must select a group among: Science, Humanities or Business, based on the subjects that you have completed in the O/A-level/Bangladesh Open University (BOU) or equivalent examinations. The equivalence certificate will provide you with equivalent GPAs of your secondary and higher secondary results on a scale of 5.00. Based on your equivalent grades in the secondary and higher secondary levels, you will be considered eligible for IBA.
2. After clicking on the “Equivalence Application” menu, an applicant first needs to register by providing their Birth Registration number or valid passport number as a unique identification. In return you will get a Registration number in the Notification window. Do not forget this number as you will be using this in the next steps. Note that if you fail to preserve this number, you need to contact the Central Admission Office.
3. In the next step of registration, you will be shown a code in the browser interface. Send an SMS from Teletalk, Banglalink, Robi or Airtel mobile operator to 16321 with the code. The format of the SMS will be DU EQAPP XXXXXXXX. In reply, you will get a password for applying equivalence.
4. Using the aforementioned password and the registration number, you will be able to access the application portal to provide required information and files, and to step forward. On successful completion of the above steps, you will receive a temporary application id that you can use to access your equivalence application dashboard.
5. In order to progress in the application process, login into the equivalence application portal and provide your personal details, secondary and higher secondary level education details along with required documents, such as certificates, provisional certificates, passport information page, and birth registration certificate.
6. You may add and update your information and the attached files using the edit option until you proceed for payment by clicking “submit”.

7. Once you submit your information, you can proceed for the online payment process. The fee for the equivalence application is BDT 1120/- (including Equivalence Fee: BDT 1000/, Online service charge: BDT 100/- and online transaction fee around BDT 20/-). The payment should be made online either by Credit/Debit cards or by Mobile banking. Once the payment is done, your application will be forwarded to IBA for assessment.
8. If your application is approved, you will receive an equivalent certificate within three working days after application which you can download from your portal. In case your application is not successful, you will be informed in the same portal. The Equivalence ID shown in the certificate should be used as the HSC and SSC roll in the login panel of the undergraduate admission application system.
9. After login using the equivalence ID, a student can see the eligible units where they can apply and follow the process to complete the admission application.

The following documents are to be uploaded for the equivalence:

Cambridge (make sure you click the button at the right every time you want to upload a document):

1. Pages in the Passport that Identify the Candidates
2. O Level Certificate (Original Copy only)
3. A Level Certificate (Original Copy only)
 - a. Provisional Certificate will only be accepted if the original certificate is not available.

Edexcel (make sure you click the button at the right every time you want to upload a document):

1. Pages in the Passport that Identify the Candidates
2. O Level Certificate (Original Copy only)
3. A Level Certificate (Original Copy only)
 - a. Provisional Certificate will only be accepted if the original certificate is not available.

The following documents are displayed to avoid further confusion. Anything other than these will not be accepted (Except for special cases).

Frequently Asked Questions (FAQ)-

1. I already did the equivalence for other Units (A, B, C or D) of DU. Do I have to do it separately for IBA?

Answer: No. Those who have already received their equivalence certificate while applying in different units of DU, need not apply for the equivalence certificate again.

2. Is it necessary for the candidates to visit IBA for the Equivalence?

Answer: No. The entire process is online. You can visit the admission website to fill out the equivalence application.

3. I completed my SSC and then went for A Levels (or O levels and HSC). How do I register?

Answer: The relevant certificates of these exams have to be submitted to the equivalence committee which will be filed as special cases. Usually it takes longer for these certificates to arrive.

4. How long does it take for the Equivalence Certificate to arrive?

Answer: Generally it takes 3-4 working days for the certificates to arrive. But it might take longer due to technical difficulties or unforeseen circumstances. As for special cases, usually it takes more than a week for the certificate to arrive, but this delay depends on the complexity of the situation.

5. What do I do with the Equivalence ID? Or, How do I register using the Equivalence ID?

Answer: The Equivalence ID obtained after successful completion of the equivalence process is to be used as the SSC and HSC roll numbers in the login screen of the DU admission website.

6. I am a late cash-in Edexcel student, and I don't have my cashed-in mark sheet. How do I apply?

Answer: Collect a letter from the British Council with your cashed-in grades. Documents printed from websites will not be accepted. In case the original certificates have not been issued, only then, will documents printed from websites be accepted.

7. Do the documents have to be attested?

Answer: Documents at the application stage need not be attested.

8. Is it necessary to pay both the Equivalence and Admission fees?

Answer: Yes. Equivalence fees and admission fees are two wholly separate payments. Both must be paid as per the instructions provided.

9. I am a foreign student. How do I apply?

Answer: The procedure is similar to that of English Medium Students. More documents might be required of equivalence. But this usually takes more than a week.

10. I do not have an HSC roll for the equivalence application process. What do I do?

Answer: Questions that are not marked with an asterisk (*) are optional. You can choose to not answer it.

11. I made a mistake in uploading documents and the application process. What do I have to do?

Answer: You can edit your information before submitting the final application. If you notice a mistake after your payment, use the contact number provided in the circular to rectify the mistake.