

MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY
DETAILED INSTRUCTIONS FOR ONLINE ADMISSION (SESSION 2020 – 2021)
SELECTED LIST-1- 5
(PLEASE READ THE INSTRUCTION CAREFULLY)

1. **Online Admission Schedule.** Undergraduate candidates selected through List 1 to 5 for Engineering Program, but missed the admission schedule are called for admission online at MIST from 19 April - 21 April 2021.

2. **Online Admission Sequence for Selected Candidates.** Selected candidates will be admitted for the undergraduate program in MIST as per the date mentioned in the table:

Admission Date and Time	Unit	Candidates Called for Admission
19 to 21 April 2021 (10 AM to 3 PM)	Engineering Program Only	All Candidates selected through List 1 to 5 for Engineering Program only, but missed the admission schedule

3. **Online Pre – Registration Formalities.**

- a. Candidates **must** complete the Pre-Registration Formalities for online admission.
- b. Candidates **must** login to **admission.mist.ac.bd** using MIST Admission Test Roll Number + User ID + Date of Birth. For security purpose, please don't disclose your login information to others. This may lock your account, delay the admission process and void admission in MIST.
- c. After login, candidates **must** fill up forms and confirm his/ her pre-registration. Without confirmation, candidates will not be able to download the required admission forms. Thereafter download all forms available online in A4 size pages.

4. **Required Forms and Documents.** Candidates shall have to submit the following documents and forms online at **admission2021@mist.ac.bd** on the date of admission. **However, original documents will have to be submitted at MIST Admission Office once academic curricula starts:**

- a. Certificate and Transcript of SSC/Equivalent Examination.
- b. Certificate/Testimonial and Transcript of H.S.C. /Equivalent Examination.
- c. Nationality Certificate from Union Porishod Chairman /Ward Commissioner.
- d. Recently snapped passport size coloured photograph of candidate.
- e. Admit Card of MIST Admission Test – 2020-2021.
- f. Following document is required:
 - (1) **For Freedom Fighters Quota.** Certificated related Bangladesh Gazettes / temporary certificate issued by Ministry of Liberation War Affairs / LalMuktibarta / Indian List / Certificate from Bangladesh Mukti Joddha Sangsad and relationship certificate with freedom fighter.
 - (2) **For Military Quota.**
 - (a) **Serving.** Certificate from CO/ equivalent/ his representatives.
 - (b) **Retired.**
 - (i) **Officers.** Certificate from CORO/ Naval Secretariat/ Air Secretariat.
 - (ii) **JCO/ OR/ NC(E) of Army/ Navy/ Air Forces:** Certificate/Service Record Book from respective Arms/Service's Record Offices/Drafting office.
 - (3) **For Children of Government Employees (Serving/ Retired).** 'In Government Service Certificate' (UGADM-006 available online) signed by respective Head of Office/ Officer in Charge/ Department Head / Head of Institution / Equivalent for serving parents. **Retirement related documents'** (like release order, LPR/PRL, etc) issued by the respective office for retired parents.

- g. MIST Admission Form (UGADM-001) for B.Sc. Engineering Program (Available online).
- h. Payment Slip (UGADM-003) – (available online).
- j. Documents Receipt and Department Choice Form (UGADM-004) – Two Copies i.e., MIST Copy and Student Copy (available online).
- k. Application form for Student’s Hall Admission (UGOH-001) - Optional (available online).

5. **Fees.** While filling up the ‘Payment Slip Form (UGADM-003)’ applicable fees will be automatically endorsed/generated as per the candidate’s category (Government/Non-Government Service). Candidates shall have to deposit following fees to Trust Bank / Any other Bank for admission:

- a. **Children of Government Employees.** Taka 93,150.00 (Female) / 93,550.00 (Male) for selected candidates as admission and other academic fees (for 1st Term / 06 months only). This financial package will be applicable for serving / retired military / civilians who will deposit the documents mentioned in para 4(f). If any dispute arises regarding government employee, decision of MIST Authority is final.
- b. **Others (Except Children of Government Employees).** Taka 1,11,150.00 (Female) / 1,11,550.00 (Male) for other selected candidates as admission and other academic fees (for 1st Term / 06 months only).
- c. **Hall Charge (Optional).** Taka 13,800.00 (Thirteen Thousand Eight Hundred and Fifty Only) for candidates interested to stay in the Student’s Hall of Residence (Osmany Hall). Application Form (UGOH-001) for Student’s Hall Admission (optional) is available in the MIST website online Admission link. Interested candidates have to submit this application during admission. Upon availability of seats and other factors, if approved by the Hall Authority, desirous students have to pay the ‘Hall Charge’ within 15 days after admission. Details regarding other monthly charges are available with the Hall Authority.

6. **Payment.** There are two methods of payment as mentioned below.

a. **Payment at MIST.**

- (1) **Through Trust Bank.** Deposit applicable fees in cash to Trust Bank Authority at MIST.
- (2) **Through Online Banking.** Interested candidate can also pay the applicable fees to any branch of Trust Bank and send the deposit slip at admission2021@mist.ac.bd.

b. **Payment through Other Banks.** Interested candidate can also pay the applicable fees from any bank to Account Name- ‘STUDENT FUND MIST’ Account Number: **0028-0320000144, Trust Bank Limited, Mirpur Branch** and send the deposit slip at admission2021@mist.ac.bd. Applicants are requested to write Name and Admission Roll Number in Bank Deposit Slip.

7. **Medical.** Following medical reports from any reputed hospital/clinic/diagnostic center have to be submitted to MIST Admission Office once academic curricula starts:

- a. Blood Group.
- b. Urine R/E.
- c. HBsAg.

8. **Department Choice.** ‘Document Receipt & Department Choice Form (UGADM-004)’ should be filled up by the candidate and must be submitted online. Department will be allocated after completing the admission process for the candidates according to their merit and individual choice.

9. **Helpline / Contact Information.**

- a. Phone : +88 01769-023842, +88 01769023830, +88 02 8035419.
- b. Email : admission2021@mist.ac.bd

10. **Special Instruction.** Should any dispute arise, the decision/clarification given by the MIST Authority will be considered as final.



Registrar

