

Khulna University of Engineering & Technology

# Guideline for Filling the Application Form (Postgraduate Admission)

Before starting to apply, please be sure that you have prepared the following materials.

- 1- Scanned copy of applicant's recent photograph with following specification.
  - Photograph should be in formals.
  - Photograph must be a passport size color picture.
  - Photograph must be a taken in full face view directly facing to the camera.
  - Photograph should have no shadows and red eyes.
  - Maximum size 100KB (300x350).
  - Format should be .jpg, png, or .jpeg only.
  - File name should be of 10 characters maximum.
  - You can resize (if needed) photo dimensions and file size by using Photo/Signature Resizer.

#### 2- Scanned copy of applicant's signature with following specifications.

- The signature should be taken with black ink on a white paper and scanned.
- Maximum size 100 KB (300x80).
- Format should be .jpg, png or .jpeg only.
- File name should be of 10 characters maximum.
- 3- Scanned copy of applicant's all academic and experience (if any) certificate with following specification.
  - Documents must be clear to understand.
  - Documents should have no shadows.
  - Documents format should be .pdf only.
  - Create a single .zip file with all your transcripts/grade sheets and certificates
- 4- Create an email account if you don't have one. All the communications will be through this email.

### Step 1: Form Submission

>> Visit the link below for

Departments: http://admission.kuet.ac.bd/pgadm/

IICT: https://admission.kuet.ac.bd/pgiictadm/

IDM: https://admission.kuet.ac.bd/pgidm/

IEPT: https://admission.kuet.ac.bd/pgiept/

- >> Click on Apply Now.
- >> Fill up information as shown in Fig. 1. Details of the information are also explained.

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	*** If you have any foreign B.	Sc./M.Sc. equivalent Degre	e please check the follow transcripts.	ing check box. You will have to	o submit your equivalent
Name of the Degree       Passing Yeer       Boerd/Institute       Division or Class       COPA/-S.Marks         SSC/Equivalent		Yes, I have foreign degree.	l will submit all my equiv	alent certificate/transcripts.	
	# Name of the Degree	Passing Year	Board/Institute	Division or Class	CGPA/% Marks
*       HSC/Equivalent	1 SSC/Equivalent ~				
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Fig. 1

Section	1: General Information	
SN	Field	Description
1.	Program	Select program ( <b>Ph. D. M. Sc. Eng., M. Phil., M. Sc. or</b> MURP).
2.	Department	Select the department from the options.
3.	Student type	Select the student type ( <i>Full-time, Part-time</i> ). For <b>Part-time</b> applicant must possess a full-time job.
4.	Proposed field of specialization	Enter your proposed field. (e.g <b>Software engineering,</b> <b>Data science, Artificial Intelligence</b> etc.)

Section 2: Personal Information

SN	Field	Description
5.	Full Name	Type your Full Name in CAPITAL letters.
6.	Father's Name	Type your father's name.
7.	Mother's Name	Type your mother's name.
8.	Mailing Address	Type your mailing address (e. g <b>C/O Mr. Belaluddin</b> Khan, Vill. Khanabari, P.O. KUET, KHULNA – 9203, BANGLADESH).
9.	Email	Type your email address. Be careful: Authority will contact you through by this email
10.	Mobile	Type your mobile phone no. (e. g <i>015xxxxxxxx</i> )
11.	Nationality	Enter your nationality. (e. g <b>Bangladeshi</b> )
12.	Religion	Enter your religion.
13.	Date of Birth	Enter your date of birth according to birth certificate.
14.	Gender	Enter your gender. (e. g <i>Male, Female</i> )

## Section 3: Academic Info (High School and Above)

SN	Field	Description
15.	Foreign Degree	Check the box (Yes, I have foreign degree. I will submit all my equivalent certificate/transcripts) if applicable.
16.	Name of the Degree	Select name of the degree from the options.
17.	Passing Year	Enter passing year (the year when you obtained the degree).
18.	Board/Institute	Enter Name of the board or Institute.
19.	Division or Class	Enter division or class.
	CGPA	Enter Cumulative Grade Point Average (CGPA).

Section 4	: Work Experience (if any)	
SN	Field	Description
20.	From (month/year)	Joining Date (month/year).

SN	Field	Description
21.	To (month/year)	End Date (month/year).
22.	Designation	Type your Designation.
23.	Organization	Enter Company or Organization Name.
24.	Brief Description of the Job	Enter Brief Description of the Job.
Secti	on 5: References	
SN	Field	Description
25.	Name	Type Name of Referee.
26.	Affiliation	Type affiliation of the Referee. (e. g <i>Khulna</i> <i>University of Engineering &amp; Technology</i> etc.)
27.	Address	Type address of the Referee. (e. g <b>Dept. of Computer</b> Science and Engineering, KUET, Khulna-9203)
28.	Email	Enter email address of the Referee. Authority will contact by this email.
29.	Mobile	Enter Mobile no. of the Referee. (e .g 01xxxxxxxx).
Secti	on 6: Others	
SN	Field	Description
30	Financial Aid	Select one option from the financial aid. (only for full-time students)
31	Employer Email	Enter your Employer email address. Authority will contact by this email.

32.Upload PhotoClick the "Choose Files" button and select a photo form your<br/>device.33.Upload SignatureClick the " Choose Files" button and select a Signature form<br/>your device.

Click Above all information are correct and I agree to abide by all the rules and regulations of this University.

>> Check the information you entered carefully and **Submit** the Application.

>> At this stage you will get an **APPLICANT ID** and **PASSWORD** if the submission is successful. Please remember these **APPLICANT ID** and **PASSWORD**.





Fig. 2

KUET Home Dashboard Support	Login Logout Forgot Password Apply
Post Graduate Application Fee S	ubmission
Program ; Ph,D	Semester : July-2020
Name ; Engr, Md, Siddiqur Rahma	n Tanveer
Email ; tanveer@kuet,ac,bd	Mobile ; 01681056303
ApplicantID : 100020	Department : CSE
Application Fe	e is 500 BDT
বিবরণ	টাকা
সঞ্চয়ী হিসাব নং-০১০০০১৮৯৬১৮৫১	
১। অ্যাপ্লিকেশন ফর্ম	0
মোটঃ	0
	4
সর্বমোটঃ	0

eloped by Engr. Md. Siddiqur Rahman Tanveer (Asst. Programmer, IICT)

Fig. 3



Fig. 4

#### **Step 3: Document Submission**

>>	Go to the admission portal (link shown earlier) for department/institute
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>> Login with your **APPLICANTID** and **PASSWORD**.

2

>> Make .zip file including all academic and experience certificates/transcripts.

Click Upload Document link. (Fig. 5) to upload your academic experience certificates zip file

Upload documents. (Fig. 6). After uploading your documents your initial submission is complete.

PG APPLICATION		Applied Department : CSE	Applied Program : Ph.D	
<u> </u>		Email : sr.tanvir29@gmail.com	Mobile 01681056303	
2 - Aller	and a	Download Your Application Form		¢
- Dashboard		Attention! Application submission is incomplete. To Co	mplete this please upload your zip (scanned PDF of your ncessary files) file. ZIP size 10 MB.	
\$ Pay Fees				
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		File: You haven't upoladed your Transripts yet !		
		Click here to Upload Your Transcripts		
3-1-22				

Fig. 5





## Application Submission Complete

PG APPLICATION	Applied Department : CSE	Applied Program : <b>Ph.D</b>	
2 100000	Email : sr.tanvir29@gmail.com	Mobile 01681056303	
	Download Your Application Form		
	Success ! You Application Submission is complete.		
Dashboard			
\$ Pay Fees			
	Your Uploaded Transcripts		
-			
Transaction			
Transaction	File: 100016_CSE_Ph.D_HXPSAQFQ_mytranscripts.zip		
Transaction	File: 100016_CSE_Ph.D_HXPSAQFQ_mytranscripts.zip		

# Please contact to your referee for submitting the recommendation letter. After receiving recommendation letter and permission from employer (if any), Authority will send you confirmation email.

>>	To check the status of your application, login into your dashboard
	Departments: <u>http://admission.kuet.ac.bd/pgadm/</u>
	IICT: https://admission.kuet.ac.bd/pgiictadm/
	IDM: <u>https://admission.kuet.ac.bd/pgidm/</u>
	IEPT: https://admission.kuet.ac.bd/pgiept/
	with your APPLICANTID and PASSWORD.
>>	Caution!! Don't share your APPLICANTID and PASSWORD with anyone.
	Contact Us
	Contact Us Academic Section (Postgraduate)
	Contact Us Academic Section (Postgraduate) Office of the Registrar, KUET

>> If you face any difficulties during Payment contact with Engr. Md. Siddiqur Rahman Tanveer (tanveer@kuet.ac.bd) (9am to 5pm of working days only)