



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.

Postgraduate Online Application Form July - 2020

General Info

Program Department Student type

Proposed field of specialisation

Applicant Personal Info

Full Name (First Middle Last) *

Father's Name (First Middle Last) * Mother's Name (First Middle Last) *

Mailing address *

Email (We will contact through by this email) * Mobile (+8801xxxxxxxx) *

Nationality * Religion *

Date of birth (dd-mm-yyyy) * Gender

Academic Info (High School and Above)

*** If you have any foreign B.Sc./M.Sc. equivalent Degree please check the following check box. You will have to submit your equivalent transcripts.

Yes, I have foreign degree. I will submit all my equivalent certificate/transcripts.

#	Name of the Degree	Passing Year	Board/Institute	Division or Class	CGPA/% Marks
1	<input type="text" value="SSC/Equivalent"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="HSC/Equivalent"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="B.Sc. Eng./Equival"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of your B.Sc. Degree ex. B.Sc. Eng (CSE)

M. Eng./M.Sc. Eng./MURP/M.Sc./M.Phil degree is required for Ph.D application

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Work Experience

#	From(Month/Year)	To(Month/Year)	Designation	Organization	Brief Description of the Job
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name two referees, at least one of whom should have taught you in the institution last attended.

#	Name	Affiliation	Address	Email (We will contact through by this email)	Mobile
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial Aid

Only Full-Time Applicant can apply for Financial Aid

- I would not like to be considered for financial aid
- I would like to be considered for Research Assistantship/Fellowship
- I would like to be considered for Teaching Assistantship

Please provide your Employer Name, Email and Mobile (For service holder)

*** We are collecting this Employer Statement online. But be advised that you will have to submit the hard copy of the statement from your employer. You can download the Employer Statement Form from this [link](#)

Employer Email (We will contact through by this email)

Upload Photo & Signature

Photo (300x300 and 75KB) | Signature (300x80 and 20KB) Format (png, jpg, jpeg)

Photo

Signature

*** Students found to have false statements or to have presented false evidence of any kind with their application render themselves liable for immediate dismissal from the University.

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

SUBMIT

Fig. 1

Section 1: General Information

SN	Field	Description
1.	Program	Select program (<i>Ph. D. M. Sc. Eng., M. Phil., M. Sc. or MURP</i>).
2.	Department	Select the department from the options.
3.	Student type	Select the student type (<i>Full-time, Part-time</i>). For Part-time applicant must possess a full-time job.
4.	Proposed field of specialization	Enter your proposed field. (e.g <i>Software engineering, Data science, Artificial Intelligence</i> 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 <i>C/O Mr. Belaluddin Khan, Vill. Khanabari, P.O. KUET, KHULNA – 9203, BANGLADESH</i>).
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 <i>Bangladeshi</i>)
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 (<i>Yes, I have foreign degree. I will submit all my equivalent certificate/transcripts</i>) 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.

Section 5: References

SN	Field	Description
25.	Name	Type Name of Referee.
26.	Affiliation	Type affiliation of the Referee. (e. g <i>Khulna University of Engineering & Technology</i> etc.)
27.	Address	Type address of the Referee. (e. g <i>Dept. of Computer Science and Engineering, KUET, Khulna-9203</i>)
28.	Email	Enter email address of the Referee. Authority will contact by this email.
29.	Mobile	Enter Mobile no. of the Referee. (e .g <i>01xxxxxxxxxx</i>).

Section 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 Photo	Click the " Choose Files " button and select a photo form your device.
33.	Upload Signature	Click the " Choose Files " button and select a Signature form 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**.

Step 2: Payment

- 1 Click Application Fee link. (Fig. 2)
- 2 Fill up the form and click pay button. (Fig. 3)
- 3 Complete payment with your preferred method. (Fig. 4)

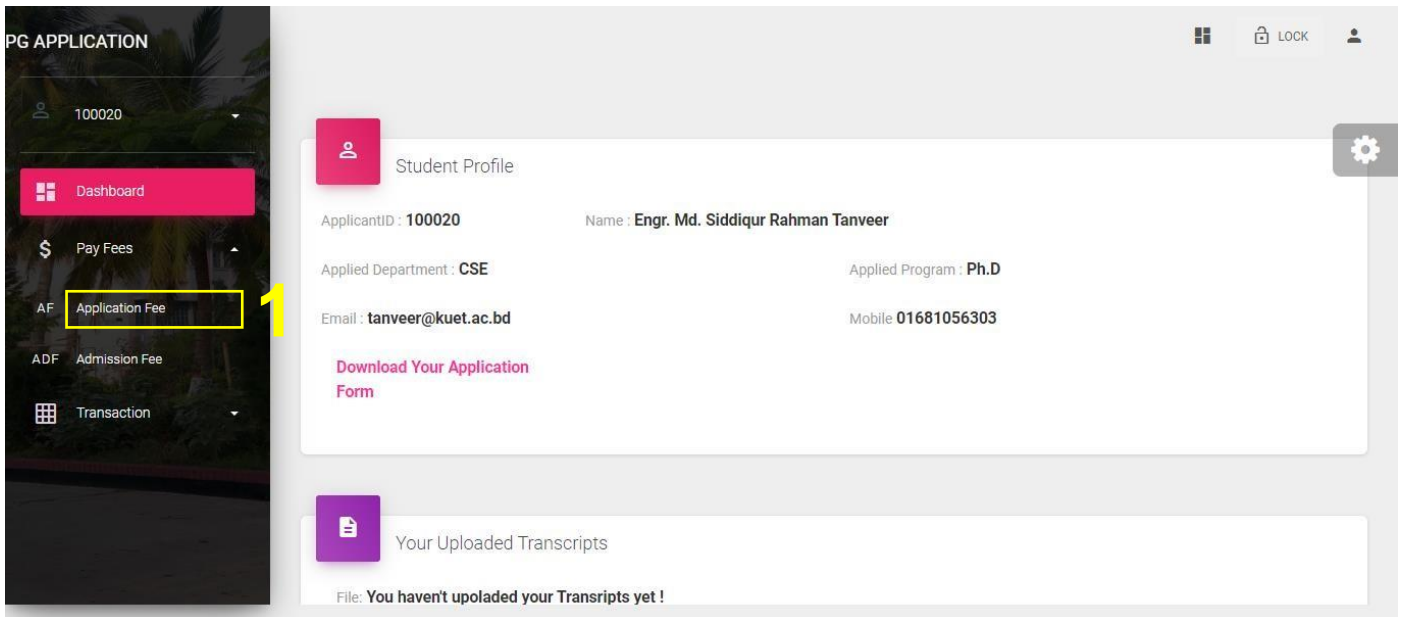


Fig. 2

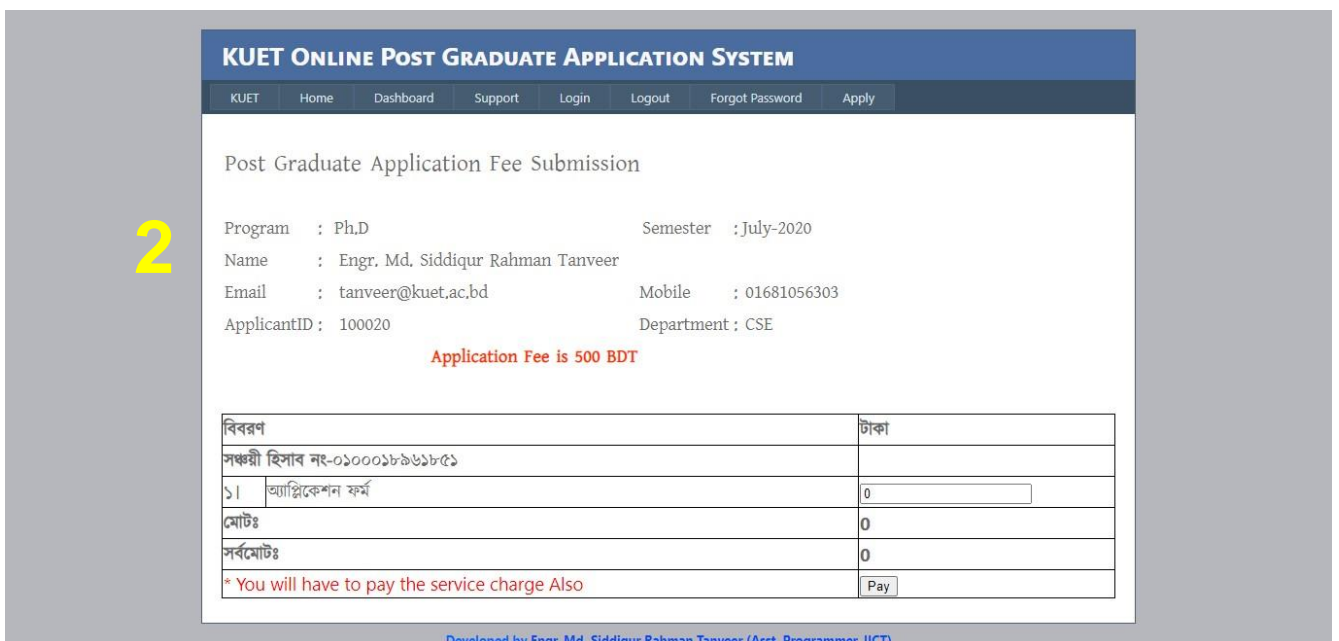


Fig. 3

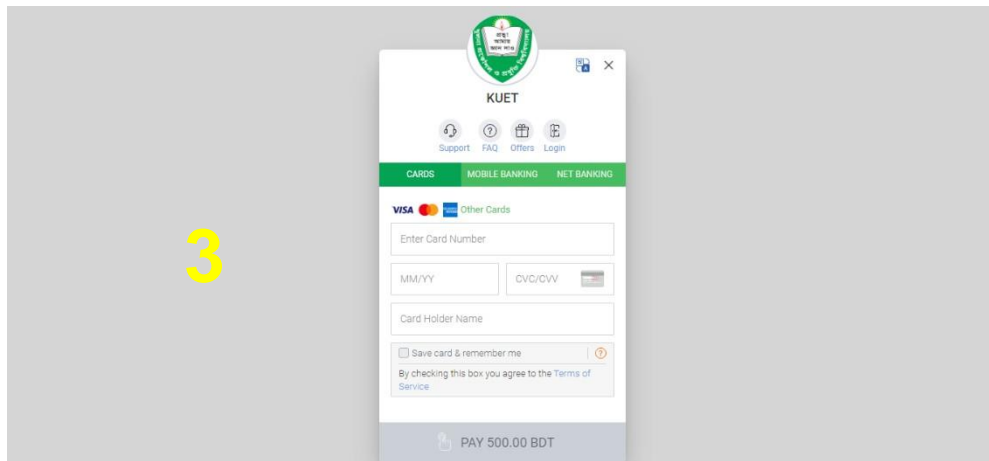


Fig. 4

Step 3: Document Submission

- >> Go to the admission portal (link shown earlier) for department/institute
- >> Login with your **APPLICANTID** and **PASSWORD**.
- >> Make .zip file including all academic and experience certificates/transcripts.

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

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

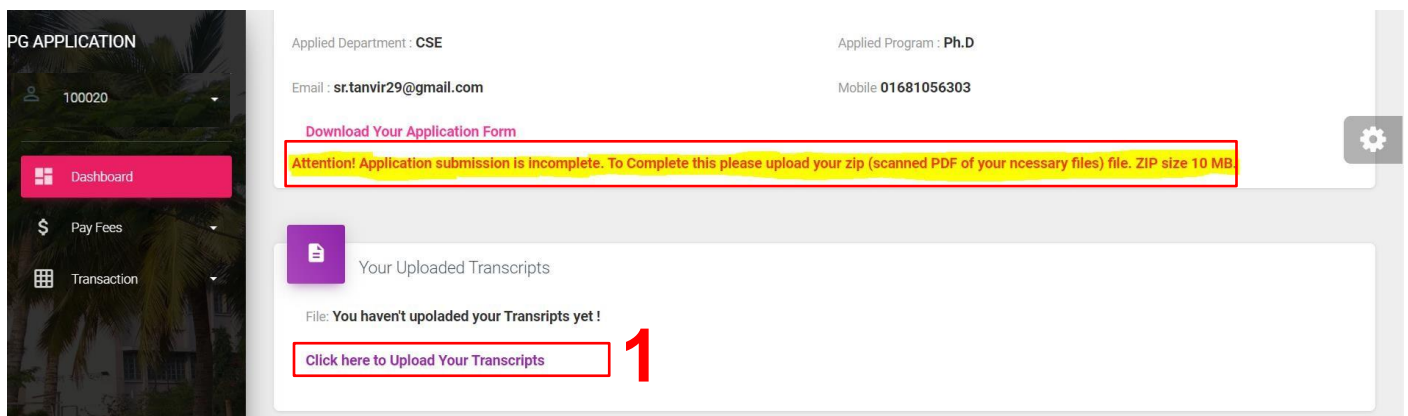


Fig. 5

Please Upload all your documents pdf file in one zip file

Choose File mytranscripts.zip

Upload

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Fig. 6

Application Submission Complete

The screenshot shows a user's dashboard for PG APPLICATION. On the left is a sidebar with options: Dashboard, Pay Fees, and Transaction. The main content area displays user information: Applied Department: CSE, Applied Program: Ph.D, Email: sr.tanvir29@gmail.com, and Mobile: 01681056303. A success message is highlighted in a yellow box: "Success ! You Application Submission is complete." Below this, there is a section for "Your Uploaded Transcripts" with a file named "File: 100016_CSE_Ph.D_HXPSAQFQ_mytranscripts.zip" and a "Download Your Uploaded Transcripts" link.

>> **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: <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/>
with your **APPLICANTID** and **PASSWORD**.

>> **Caution!!** Don't share your **APPLICANTID** and **PASSWORD** with anyone.

Contact Us

**Academic Section (Postgraduate)
Office of the Registrar, KUET**

>> If you face any difficulties during **Online Form submission** contact with Farzana Akter Tania (farjana.tania@kuet.ac.bd) (9am to 5pm of working days only)

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