



MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)

DETAILED INSTRUCTIONS FOR UNDERGRADUATE ADMISSION- 2023 (PLEASE READ THE INSTRUCTIONS CAREFULLY)

1. **Admission Schedule.** Candidates are called up for admission in MIST from **02 April 2023 to 05 April 2023** (from 10 AM to 3 PM).
2. **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
02 April 2023 to 05 April 2023 (From 10 AM to 3 PM).	Engineering & Architecture	All Candidates of Selected List-1

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

- a. Candidates **must** login to admission.mist.ac.bd using MIST Admission Test Roll Number + user ID + Date of Birth for completing the **Pre-Registration** formalities before coming to MIST for admission. For security purpose, please do not disclose your login information to others. This may lock your account, delay the admission process and void admission in MIST.
- b. After completing the pre-registration, candidate must download and print all forms available online in A4 size pages. Without confirmation, candidates will not be able to download the required admission forms.

4. **Required Forms and Documents.** Candidates shall have to submit the following documents and forms to Admission Desk on the date of admission:

- a. Certificate and Transcript of SSC/Equivalent Examination – original copy (one set) and duly attested photocopy (one set).
- b. Certificate/ Testimonial and Transcript of H.S.C. /Equivalent Examination – original copy (one set) and duly attested photocopy (one set).
- c. National ID card or birth certificate – duly attested photocopy (one copy).
- d. Recently snapped passport size coloured photographs of candidate– four copies (two copies for admission and two copies for opening bank account).
- e. Recently snapped passport size coloured photographs of father/mother/nominee of the candidate– one copy (for opening bank account).
- f. Admit Card of MIST Admission Test – 2023.
- g. Followings documents are required for quota verification:

(1) **For Freedom Fighters Quota.** Detail information downloaded from the Ministry of Liberation War Affairs website (<http://mis.molwa.gov.bd/freedom-fighter-list>) and relationship certificate with freedom fighter along with the related original national ID cards.

(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) **Children of Serving Permanent Employees of Ministry of Defence only and MIST.** Certificate from appropriate authority.

(4) **For Ethnic Minority Quota.** Certificate issued by local Upazila Chairman and counter signed by District Commissioner.

- h. MIST Admission Form (UGADM- 001) for B.Sc. Engineering Program (available online).
- j. Payment Slip (UGADM- 003) – Four Copies (available online).
- k. Documents Receipt and Department Choice Form (UGADM- 004) – Two Copies i.e., MIST Copy and Student Copy (available online).
- l. Medical Clearance Form (UGADM- 005) (available online).
- m. Application form for Student's Hall Admission (UGOH- 001) - Optional (available online).
- n. For Children of Government Employees Certificate (UGADM- 006) (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):

- a. **Children of Government Employees.** Tk. **1,20,150.00** (including Tk. 50,000 as security money) for selected candidates as admission and other academic fees (for 1st Term / 06 months only).
- b. **Others (Except Children of Government Employees).** Tk. **1,38,150.00** (including Tk. 50,000 as security money) for other selected candidates as admission and other academic fees (for 1st Term / 06 months only).
- c. **Hall Charge (Optional).** Taka **13,800.00 (Male) /13,300.00 (Female)** 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.

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

a. **Payment Through Trust Bank Booth at MIST.**

- (1) **Step-1.** Deposit applicable fees in cash to Trust Bank Authority at MIST.
- (2) **Step-2.** Collect the Bank Deposit Slip and submit to Account Booth.
- (3) **Step-3.** Open a Trust Bank Account (Mandatory).

b. **Payment through any other Branch of Trust Bank.** Candidates can also pay the applicable fees through any other branch of Trust Bank:

(1) **Academic Fees.** Account Name- '**STUDENT FUND**' Account Number: **0028-0320000144**, Trust Bank Limited, Mirpur Branch.

(a) **For Government Service:** Amount to be paid = **1,10,450.00** Taka.

(b) **For non-Government Service:** Amount to be paid = **1,28,450.00** Taka.

(2) **Uniform (Dress) Fees.** Account Name- '**MIST MISC FUND**', Account Number: **0028-0320000162**, Trust Bank Limited, Mirpur Branch. Amount to be paid = **6,700.00** Taka.

(3) **Transportation Fees.** Account Name- '**TRANSPORTATION DEVELOPMENT FEE FUND**', Account Number: **0028-0320000411**, Trust Bank Limited, Mirpur Branch. Amount to be paid = **3,000.00** Taka. Thereafter, submit the 'Deposit Slip' to MIST Account Booth.

c. **Payment Through Online.** Interested candidates can also pay the applicable fees online in the account number mentioned at serial 6b and submit the deposit slip to admission booth during Admission at MIST.

7. **Medical.** Selected candidates will be medically examined in MIST Medical Center during admission. Following medical reports from any reputed hospital/clinic/diagnostic center have to be submitted during medical checkup at MIST Medical Booth:

- 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 to Admission Booth during admission. **Department will be allocated after completing the admission process for the candidates according to their merit and individual choice.**

9. **Notice for Waiting List Candidates.** If any seat remains vacant after completion of admission, candidates from the waiting list will be called. Necessary notification will be webhosted on **06 April 2023** at MIST website (www.mist.ac.bd).

10. **Admission Cancellation Policy.**

- a. Before the start of the class (**till 29 April 2023**): **Full payment refund.**
- b. Between 2 weeks of academic class (**30 April to 11 May 2023**): **Full payment refund except the security money (50,000 Tk).**
- c. After 2 weeks (From 12 May 2023): **No refund.**
- d. Please do not deprive engineering to another student by spoiling the vacancy.

11. **Helpline / Contact Information.**

- a. For Admission Purpose: +88 02 8035419, +88 01769-023842 (9 AM- 5 PM).
- b. For Online Pre-registration Help: 01769024054/ 01769024056 (9 AM- 5 PM).
- c. For Quota Document Queries: 01769024094 (9 AM- 5 PM).
- d. Visit MIST Website (www.mist.ac.bd).