

REGISTRATION PROCEDURE FOR BUP AND ITS AFFILIATED INSTITUTIONS

1. Student will fill up the Registration Form by himself/herself. Incomplete Registration Form will not be considered.
2. Two copies of recent PP size photograph duly attested on the body of student's photographs on the registration card and its counterpart by the Comdt/Provost/Director/Principal/Dean of the concern Affiliated Institute/Faculty.
3. Attested photocopy of SSC/Equivalent, HSC/Equivalent, Degree/Equivalent (if applicable) and Masters/Equivalent (if applicable) Certificates and Mark Sheets to be attached with the Registration Form.
4. For Foreign Degree, Equivalence Certificate and Certificate in English Version to be attached.
5. Registration fees (as applicable) will have to be deposited in favour of BUP General Fund (A/C No. 0028032000091) in Trust Bank Ltd, Mirpur Branch, Dhaka.
6. Student's List and filled up Registration Form with covering letter must be sent by respective Affiliated Institute/Faculty.
7. Batch/Program wise Registration Form must be sent collectively by respective Institute/ Faculty.
8. Registration procedure should be completed within 06 (Six) weeks from the date of admission/commencement of program.
9. The BUP authority reserves the right to correct/ cancel any error/lapses found after registration.

For Duplicate Registration Card:

In case of Duplicate Registration Card, the following documents must be submitted along with the filled up Registration Form:

- a. Two copies of recent PP size photograph duly attested on the body of student's photographs on the registration card and its counterpart by the Comdt/Provost/Director/ Principal/Dean of the concern Affiliated Institute/Faculty.
- b. Attested photocopy of SSC/Equivalent, HSC/Equivalent, Degree/Equivalent (if applicable) and Masters/Equivalent (if applicable) Certificates and Mark Sheets to be attached with the Registration Form.
- c. Copy of GD (General Diary).
- d. Copy of advertisement in connection with the lost document published in any daily newspaper.
- e. Students will have to deposit Duplicate Registration Fee of TK 250/- in favour of BUP General Fund (A/C No. 0028032000091) in Trust Bank Ltd, Mirpur Branch, Dhaka.
- f. Filled up Registration Form (along with payment receipt and above required documents) should be submitted to Registrar Office (Academic Section).