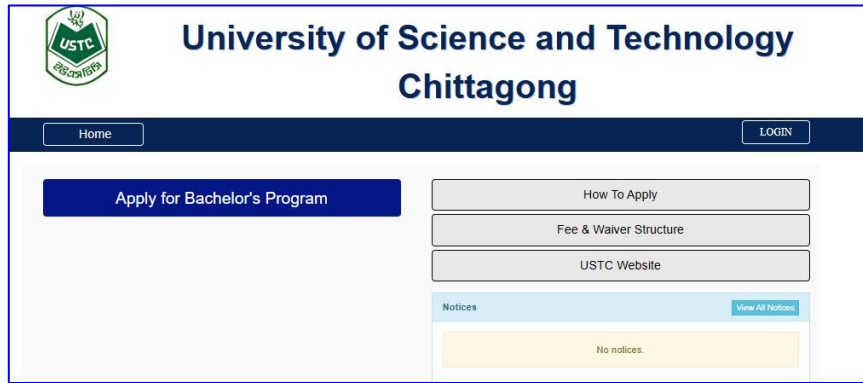


USTC Admission System – Student User Manual

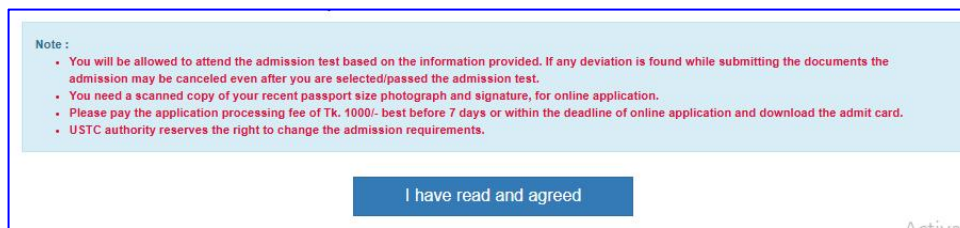
Step 01: Program Selection

- Go to the admission portal.
- Click on ‘Apply for Bachelor’s Program’ or ‘Apply for Master’s Program’.



Step 02: Agreement Confirmation

- Read all the instructions carefully.
- Click on ‘I have read and agreed’ to proceed to the next page.



Step 03: Program Selection & Application

- Choose your desired program(s).
- A student can apply for a maximum of **3 programs**.
- Click on the ‘Apply’ button after selecting the program.
- **Three Programs apply Fee is BDT 1000.**

Bachelor's Program

- You can select a maximum of 3 programs from any School. The Total form fee for three programs will be Tk. 1000/-
- A candidate must appear at the admission test for each program as per the priority.
- If you are interested in getting admission in the 2nd/3rd choice/priority, please inform the Admission Office by email to application@ustc.ac.bd with your Application ID.
- The notice of the admission test is available at the USTC website.
- The Candidates who are interested to transfer their credits from other universities to ustc are advised to contact the admission office before apply.
- Classes for Fall 2026, will be started from July, 2026 (tentative).

Number of Selected School(s): 2
Total Fees: BDT. 1000

APPLY

School	Semester	Program	Application Start Date	Application End Date
<input checked="" type="checkbox"/> Faculty of Business and Entrepreneurial Sciences	Fall 2026	Bachelor of Business Administration (BBA)	22/03/2026	22/04/2026
<input checked="" type="checkbox"/> Faculty of Life Sciences	Fall 2026	BSc. (Hons) in Biochemistry and Biotechnology (Bitech)	09/04/2026	29/05/2026
<input type="checkbox"/> Faculty of Pharmaceutical Sciences	Fall 2026	Bachelor of Pharmacy (B.Pharm)	09/04/2026	09/07/2026
<input type="checkbox"/> Faculty of Science, Engineering and Technology	Fall 2026	Bachelor of Science in Computer Science and Engineering (CSE) BSc in Electrical and Electronic Engineering (EEE)	27/03/2026	23/04/2026
<input type="checkbox"/> Faculty of Social Sciences and Humanities	Fall 2026	Bachelor of Arts (Honours) in English Language and Literature (English)	09/04/2026	06/06/2026

Step 04: Preliminary Form Submission

- Select program priority if required.

Preliminary Application Form

(*) Indicates required field.

Please note that this is not the final application. A candidate has to fill up the application form after successful payment to get admit card.

Program Priority : You can select maximum 3 programs

SL	Program Name	Priority
1.	Bachelor of Business Administration	1

- If you are a **credit transfer student**, select the checkbox accordingly.

Credit transfer: Please click here if you are applying to transfer your credits from other universities to USTC.

- Fill in all **mandatory fields (*)** carefully.
- SSC & HSC GPA and Passing Year **cannot be edited after submission**.
- Enter the correct **CAPTCHA** and click **Next**.

Name *

Date of Birth *

Email *

Country *

Mobile No. for SMS *

Guardian's Mobile No. *

Gender *

SSC/Equivalent/O-level

HSC/Equivalent/A-level



- Upload your **profile picture**.
- Do not press the **Back** button on this page.

A screenshot of a web application interface showing application details. At the top, it says 'Name: Zarin Tasnim Rahman'. Below that, there is a green bar with 'Application ID' on the left and '260400009' on the right. Underneath, it shows 'Amount: 1000' and 'Program Priority: 1. Bachelor of Business Administration'. There are three numbered instructions: 1) Please note down your Application ID and save this number for future reference. 2) Your Photo size should be 200KB (width: 200px & height: 210px). 3) Please pay the application processing fee of Tk. 1000/- best before 7 days or within the deadline of admission test. Below the instructions is a section titled 'Photograph (Optional)' with a black silhouette of a person's head and shoulders. Underneath the silhouette, it says 'File size: 200KB (width: 200px & height: 210px)' and 'Only .jpg, .png, and .jpeg'. At the bottom of this section are two buttons: 'Choose File' and 'Upload'.

Step 05: Login

- You will receive your **login credentials via Email**.
- Login to the **USTC Admission Portal** using your credentials.
- Click on the **'Submit'** button.

A screenshot of a web application interface for login. At the top, there is a user icon and the word 'Login'. Below that, there is a blue bar with the text 'First fill up the Application Form to Log In.'. Underneath, there are two input fields: 'Username:' and 'Password:'. At the bottom of the form is a blue rectangular button with the word 'SUBMIT' written in white.

Step 06: Application Form Completion

6.1 Basic Information

- Click on **'Fill up Application Form'**.

- Enter all required information in the **Basic** section.
- Save the information.

Fill Up Application Form

Basic Info

(Please fill up your form to download admit card)

Education Doc. File Upload

Application ID	230219554
Name	KHONDOKAR MARIUM ALAM
Date Of Birth	03/06/2004

Program Choice List

1. Bachelor of Business Administration
2. Bachelor of Arts (Honours) in English Language and Literature
3. Bachelor of Laws (Honours)

Basic
Education
Parent/Guardian
Address
Upload Photo
Information
Declaration

Indicate required fields.

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Full Name *</td><td><input type="text" value="KHONDOKAR MARIUM ALAM"/></td></tr> <tr><td>Date of Birth *</td><td><input type="text" value="03/06/2004"/></td></tr> <tr><td>Nationality *</td><td><input type="text" value="BANGLADESH"/></td></tr> <tr><td>Gender *</td><td><input type="text" value="Female"/></td></tr> <tr><td>National ID No. (if Any)</td><td><input type="text"/></td></tr> <tr><td>Blood Group *</td><td><input type="text" value="O+"/></td></tr> <tr><td>Mobile Number *</td><td><input type="text" value="+88 01634173809"/></td></tr> </table>	Full Name *	<input type="text" value="KHONDOKAR MARIUM ALAM"/>	Date of Birth *	<input type="text" value="03/06/2004"/>	Nationality *	<input type="text" value="BANGLADESH"/>	Gender *	<input type="text" value="Female"/>	National ID No. (if Any)	<input type="text"/>	Blood Group *	<input type="text" value="O+"/>	Mobile Number *	<input type="text" value="+88 01634173809"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Place of Birth *</td><td><input type="text" value="Dhaka"/></td></tr> <tr><td>Language *</td><td><input type="text" value="Bengali"/></td></tr> <tr><td>Marital Status *</td><td><input type="text" value="Single"/></td></tr> <tr><td>Son/Daughter of Freedom Fighter *</td><td><input checked="" type="radio"/> No <input type="radio"/> Yes</td></tr> <tr><td>Email *</td><td><input type="text" value="farinmarium@gmail.com"/></td></tr> <tr><td>Religion *</td><td><input type="text" value="Islam"/></td></tr> <tr><td>Birth Registration No. *</td><td><input type="text" value="20042662551034121"/></td></tr> <tr><td>Passport Number</td><td><input type="text"/></td></tr> </table>	Place of Birth *	<input type="text" value="Dhaka"/>	Language *	<input type="text" value="Bengali"/>	Marital Status *	<input type="text" value="Single"/>	Son/Daughter of Freedom Fighter *	<input checked="" type="radio"/> No <input type="radio"/> Yes	Email *	<input type="text" value="farinmarium@gmail.com"/>	Religion *	<input type="text" value="Islam"/>	Birth Registration No. *	<input type="text" value="20042662551034121"/>	Passport Number	<input type="text"/>
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Birth Registration No. *	<input type="text" value="20042662551034121"/>																														
Passport Number	<input type="text"/>																														

Save Basic Info

6.2 Educational Information

- Provide your **Educational** details.
- Save the information.

Basic
Education
Parent/Guardian
Address
Upload Photo
Information
Declaration

Secondary / O-Level / Equivalent	Higher Secondary / A-Level / Equivalent																																								
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Exam Type *</td><td><input type="text" value="Secondary School Certificate"/></td></tr> <tr><td>Education Board *</td><td><input type="text" value="Dhaka"/></td></tr> <tr><td>School / Institute *</td><td><input type="text" value="Uttara High school and college"/></td></tr> <tr><td>Roll Number *</td><td><input type="text" value="509655"/></td></tr> <tr><td>Registration Number *</td><td><input type="text" value="1710747220"/></td></tr> <tr><td>Group or Subject *</td><td><input type="text" value="Humanities"/></td></tr> <tr><td>Division/Class *</td><td><input type="text" value="GPA"/></td></tr> <tr><td>GPA/Marks *</td><td><input type="text" value="3.94"/></td></tr> <tr><td>Exam Year *</td><td><input type="text" value="2020"/></td></tr> <tr><td>SSC Golden GPA 5.007 *</td><td><input checked="" type="radio"/> No <input type="radio"/> Yes</td></tr> </table>	Exam Type *	<input type="text" value="Secondary School Certificate"/>	Education Board *	<input type="text" value="Dhaka"/>	School / Institute *	<input type="text" value="Uttara High school and college"/>	Roll Number *	<input type="text" value="509655"/>	Registration Number *	<input type="text" value="1710747220"/>	Group or Subject *	<input type="text" value="Humanities"/>	Division/Class *	<input type="text" value="GPA"/>	GPA/Marks *	<input type="text" value="3.94"/>	Exam Year *	<input type="text" value="2020"/>	SSC Golden GPA 5.007 *	<input checked="" type="radio"/> No <input type="radio"/> Yes	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Exam Type *</td><td><input type="text" value="Higher Secondary Certificate"/></td></tr> <tr><td>Education Board *</td><td><input type="text" value="Dhaka"/></td></tr> <tr><td>College / Institute *</td><td><input type="text" value="Uttara High school and college"/></td></tr> <tr><td>Roll Number *</td><td><input type="text" value="612918"/></td></tr> <tr><td>Registration Number *</td><td><input type="text" value="1710747220"/></td></tr> <tr><td>Group or Subject *</td><td><input type="text" value="Business Studies"/></td></tr> <tr><td>Division/Class *</td><td><input type="text" value="GPA"/></td></tr> <tr><td>GPA/Marks *</td><td><input type="text" value="4.25"/></td></tr> <tr><td>Exam Year *</td><td><input type="text" value="2022"/></td></tr> <tr><td>HSC Golden GPA 5.007 *</td><td><input checked="" type="radio"/> No <input type="radio"/> Yes</td></tr> </table>	Exam Type *	<input type="text" value="Higher Secondary Certificate"/>	Education Board *	<input type="text" value="Dhaka"/>	College / Institute *	<input type="text" value="Uttara High school and college"/>	Roll Number *	<input type="text" value="612918"/>	Registration Number *	<input type="text" value="1710747220"/>	Group or Subject *	<input type="text" value="Business Studies"/>	Division/Class *	<input type="text" value="GPA"/>	GPA/Marks *	<input type="text" value="4.25"/>	Exam Year *	<input type="text" value="2022"/>	HSC Golden GPA 5.007 *	<input checked="" type="radio"/> No <input type="radio"/> Yes
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<input type="text"/>	<input type="text"/>																																								

Save Education Info

6.3 Guardian/Parent Information

- Enter **Guardian/Parent details**.
- Save the information.

Basic	Education	Parent/Guardian	Address	Upload Photo	Information	Declaration
Father		Mother				
<small>**Please Fill up your father's name according to SSC/HSC/Equivalent Transcript</small>		<small>**Please Fill up your mother's name according to SSC/HSC/Equivalent Transcript</small>				
Father's Name *		Mother's Name *				
Occupation *		Occupation *				
Designation *		Designation *				
National ID Number (NID)		National ID Number (NID)				
Email		Email				
Mobile *		Mobile *				
Guardian		Spouse (if any)				
Relationship with the applicant *		Spouse Name				
Guardian's Name *		Occupation				
Relation		Designation				
Occupation *		Address (Postal)				
Designation *		Mobile				
National ID Number (NID) *						

6.4 Address Information

- Fill in **Present and Permanent Address**.
- Save the information.

Present Address	Permanent Address
Country * BANGLADESH	<input checked="" type="checkbox"/> Check if Permanent Address and Present Address are same.
House Name	Country * BANGLADESH
House Number/Holding Number	House Name
Fiat Number	House Number/Holding Number
Road/Lane Name	Fiat Number
Road/Lane Number	Road/Lane Name
Village/Area *	Road/Lane Number
P&Thana *	Village/Area *
Post Office *	P&Thana *
Post Code *	Post Office *
Upazila	Post Code *
District/City * --Select District--	Upazila
	District/City * --Select District--

[Save Address Info](#) ←



6.5 Upload Photo & Signature

- Go to **Upload Photo** section.
- Upload your **Image and Signature**.

Note:

- Please Upload your Photo and Signature Image
- Your Photo size should be 200KB (width: 200px & height: 210px)
- Your Signature Image size should be 200KB (width: 240px & height: 80px)

Resize your Photo: [Go For Resize Photo](#)

Photo	Signature
 File size: 200KB (width: 200px & height: 210px) <input checked="" type="button" value="Choose File"/> No file chosen	 File size: 200KB (width: 240px & height: 80px) <input checked="" type="button" value="Choose File"/> No file chosen

[Save And Next](#) ←

6.6 Information Source

- Select how you came to know about USTC.

The screenshot shows the 'Information' tab selected in the top navigation bar. Below it is a section titled 'How You Know About UAP' with five dropdown menus: 'Print Media' (The Daily Star), 'TV Scrolling' (Somoy TV), 'Online' (ProthomAlo Online), 'Social Media' (You Tube), and 'Others' (From Admission Office). At the bottom left, there is a 'Save Info' button with a red arrow pointing to it.

Step 07: Final Submission

- Go to the **Declaration** page.
- Read the declaration carefully.
- Check the agreement checkbox.
- Click on '**Final Submit**'.

After final submission:

- No information can be edited.
- You can review the form using '**Form Review**' option.

The screenshot shows the 'Declaration' tab selected in the top navigation bar. Below it is a section titled 'Declaration by the Candidate:' with a checkbox for 'I agree to the below declaration.' and a text area containing the declaration text. Below the text area is a warning message: 'After the final submission, you will not be able to edit your application form. You will not receive your admit card until you submit the full application form.' At the bottom, there are two buttons: 'Form Review' and 'Final Submit'.

Step 08: Confirmation

- After successful submission, you will receive a **confirmation email**.
- Complete the payment at the **Admission Office** with required documents (Admission Form, Educational Documents)