

Department of Computer Science and Engineering BUET, Dhaka-1205, Bangladesh

October 25, 2015

Steps of Admission Procedure after Being Selected for Master's and PhD Admission

After being selected for the postgraduate admission in Department of Computer Science and Engineering of Bangladesh University of Engineering and Technology, please follow the steps given below:

1. After your admission is confirmed, go to the Registrar building's **academic section**, note the required admission fee needed for the postgraduate admission from the notice board there and collect the money deposit form from there.
2. Deposit the required money to the Sonali Bank, BUET Branch and collect the money receipt back.
3. Take three photocopies of the money receipt.
4. Go to the registrar building's academic section again and contact the administrative officer, give him a photocopy of the money receipt and verify whether you have online clearance or not.
5. Once cleared, you will be given an envelope from the academic section where your username and password for the account in website <http://biis.buet.ac.bd> will be given.
6. Next, login into your BIIS account (<http://biis.buet.ac.bd>) with the given user name and password and register online for your courses. A fulltime student must register minimum 12 Cr. Hr. and may register maximum 15 Cr. Hr. A part-time student must not register more than 9 Cr. Hr.
7. Also note the name of your adviser/supervisor from the BIIS account.
8. Then contact your adviser/supervisor in the Department immediately and submit to him/her a photocopy of the money receipt.
9. Keep the last photocopy of the money receipt for your future reference.
10. Once your registration is approved by your adviser, it will be forwarded to the Head of the department and after the approval of the head of the department, your registration is confirmed.
11. **You should complete your part of registration within 27 October, 2015–31 October, 2015 without late fee.** Don't worry if your adviser and Head of the Department do not forward it within that time.
12. Classes will begin on October 31, 2015. For the class routine, visit the Departmental website.

13. Join the orientation program. The details will be announced soon through the website.