



MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY (MIST)

DETAILED INSTRUCTIONS FOR UNDERGRADUATE ADMISSION- 2024 (PLEASE READ THE INSTRUCTIONS CAREFULLY)

1. **Admission Schedule (4th Call)**. Selected candidates are called up for admission in MIST on 31 March and 02 April 2024 (from 9:00 AM to 2:30 PM).
2. **Admission Sequence for Selected Candidates (As Per Merit List)**. 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	Remarks
31 March - 02 April 2024 (From 9:00 AM to 2:30 PM)	Engineering & Architecture	Selected List - 4 (4th Call) and Remaining Candidates from 3rd Call	Admission will be closed once the vacancies are filled up (first come first serve basis)

3. **Online Pre-Registration Formalities**.

- a. Candidates **must** log in to admission.mist.ac.bd using MIST Admission Test Roll Number + user ID + Date of Birth to complete 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, candidates 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. **Department Choice**. 'Document Receipt & Department Choice Form (UGADM- 004)' should be filled up by the candidates and must be submitted to the Admission Booth in MIST during admission. After completing the admission formalities, the candidates will be allocated with the departments based on **their merit and individual choice**.

5. **Notice for Waiting List Candidates (Preserved at MIST as per Merit)**. If any seat remains vacant after completion of admission, candidates from the waiting list will be called. Necessary notification will be web-hosted on **01 April 2024** at the MIST website (mist.ac.bd).

6. **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)**. Candidates interested in staying in the Student's Hall of Residence (Osmany Hall) need to fill-up application form (UGOH-001) for Student's Hall available in the MIST website online Admission link. Interested candidates have to submit this application during admission. Selected students need to pay Taka **13,800.00 (Male) /13,300.00 (Female)** as hall charge.

7. **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 it to the Account Booth.

Note: Open a Trust Bank Account (Mandatory) for subsequent payments.

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 Slips' to MIST Admission Booth.

c. **Payment Through Online.** Interested candidates can also pay the applicable fees online in the account number mentioned at serial 7b and submit the deposit slips to the admission booth during Admission at MIST.

8. **Admission Cancellation Policy.**

a. Before department declaration: 90% payment refund.

b. Within 1 week of department declaration: 70% payment refund.

c. After 1 week of department declaration till the class starts (21 April 2024): 50% payment refund.

d. Within the first 2 weeks of academic class (between 21 April and 02 May 2024): 30% payment refund.

e. After 2 weeks of academic class (from 03 May 2024): **No refund.**

Note: Please do not deprive other students by withdrawing yourself after commencement of the session.

9. **Required Forms and Documents.** Candidates shall have to submit the following documents and forms to the 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 HSC/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 the 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 – 2024.
- 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 / appropriate 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).
10. **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.
- d. Dope Test.
11. **Helpline / Contact Information.**
- a. For Admission Purpose: +88 02 8035419, +88 01769-023842 (9 AM- 4 PM).
- b. For Online Pre-registration Help: 01769024054/ 01769024056 (9 AM- 4 PM).
- c. For Quota Document Queries: 01769024094 (9 AM- 4 PM).
- d. Visit MIST Website (mist.ac.bd).