

**MILITARY INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**DETAILED INSTRUCTIONS FOR ADMISSION (SESSION 2020 – 2021)**  
**(PLEASE READ THE INSTRUCTION CAREFULLY)**

1. **Admission Schedule.** Candidates from the selected lists are called up for admission in MIST from **21 March 2021 to 24 March 2021** (from 9 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 and merit serial mentioned in the table:

Serial	Admission Date and Time	Unit	Candidates Called for Admission (As per merit list serial)	Remarks
1.	21 March 2021 (9 AM to 3 PM)	Engineering (167 Candidates)	General: Merit Serial: 01 - 90	Candidates failing to get admitted on specified date to come on 24 March 2021 positively
			Military Ward: Roll No: 01 - 62	
			Freedom Fighter: Merit Serial: 01 – 12	
			Tribal: Merit Serial: 01 - 03	
2.	22 March 2021 (9 AM to 3 PM)	Engineering (151 Candidates)	General: Merit Serial: 91-179	
			Military Ward: Merit Serial: 63-124	
		Architecture (30 Candidates)	General: Merit Serial: 01 – 17	
			Military Ward: Merit Serial: 01 – 12	
3.	23 March 2021 (9 AM to 12 AM)	Engineering (153 Candidates)	General: Merit Serial: 180- 268	
			Military Ward: Merit Serial: 125- 188	
			Freedom Fighter: Merit Serial: 01	
4.	24 March 2021 (9 AM to 3 PM)	Engineering (149 Candidates)	General: Merit Serial: 269- 357	
			Military Ward: Merit Serial: 189- 248	
			Reserved for left over candidates	

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

- a. Candidates **must** complete the Pre-Registration Formalities before coming to MIST for admission.
- b. Candidates **must** login to [admission.mist.ac.bd](http://admission.mist.ac.bd) using MIST Admission Test Roll Number + user ID + Date of Birth. For security purpose, please don't disclose your login information to others. This may lock your account, delay the admission process and void admission in MIST.
- c. After login, candidates **must** fill up forms and confirm his/ her pre-registration. Without confirmation, candidates will not be able to download the required admission forms. Thereafter download and color print all forms available online in A4 size pages.

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. Nationality Certificate from Union Porishod Chairman/Ward Commissioner – 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 – 2020-2021.
- g. Followings documents are required:
- (1) **For Freedom Fighters Quota.** Certificated related Bangladesh Gazettes/temporary certificate issued by Ministry of Liberation War Affairs/LalMuktibarta/Indian List/Certificate from Bangladesh Mukti Joddha Sangsad and relationship certificate with freedom fighter.
  - (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) **For Children of Government Employees (Serving/ Retired).** **'In Government Service Certificate'** – original copy signed by respective Head of Office/ Officer in Charge/ Department Head / Head of Institution / Equivalent for serving parents. Retirement related documents’ (like release order, LPR, etc) – original copies issued by the respective office for retired parents.
- h. MIST Admission Form (UGADM-001) for B.Sc. Engineering Program (Available online).
- j. BUP Registration Form (UGADM-002) for B.Sc. Engineering Program (Available online).
- k. Payment Slip (UGADM-003) –Four Copies (available online).
- l. Documents Receipt and Department Choice Form (UGADM-004) –Two Copies i.e., MIST Copy and Student Copy (available online).
- m. Medical Clearance Form (UGADM-005) (available online).
- n. For opening account in Trust Bank (Mandatory), the candidates should bring 3 copies of passport size photograph (02 copies of the candidate and one copy of father/mother/nominee) and attested photocopy of Birth Certificate/ National ID Card.
- p. Application form for Student’s Hall Admission (UGOH-001) - Optional (available online).
- q. In Government Service 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). Candidates shall have to deposit following fees to Trust Bank booth located at MIST during their admission:
- a. **Children of Government Employees.** Taka 93,150.00 (Female) / 93,550.00 (Male) for selected candidates as admission and other academic fees (for 1<sup>st</sup> Term / 06 months only). This financial package will be applicable for serving / retired military / civilians who will deposit the documents mentioned in para 4(g). If any dispute arise regarding government employee, decision of MIST Authority is final.
  - b. **Others (Except Children of Government Employees).** Taka 1,11,150.00 (Female) / 1,11,550.00 (Male) for other selected candidates as admission and other academic fees (for 1<sup>st</sup> Term / 06 months only).
  - c. **Hall Charge (Optional).** Taka 13,800.00 (Thirteen Thousand Eight Hundred and Fifty Only) 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. Upon availability of seats and other factors, if approved by the Hall Authority, desirous students have to pay the ‘Hall Charge’ within 15 days after admission. Details regarding other monthly charges are available with the Hall Authority.

6. **Payment.** There are two methods of payment as mentioned below:
- a. **Payment at MIST.**
- (1) **Through Trust Bank.**
- Step-1.** Deposit applicable fees in cash to Trust Bank Authority at MIST.
- Step-2.** Collect the Bank Deposit Slip and submit to Account Booth.
- Step-3.** Open a Trust Bank Account (Mandatory).
- (2) **Through Online Banking.** Interested candidate can also pay the applicable fees to any branch of Trust Bank and show the deposit slip to Admission booth.
- b. **Payment through any Branch of Trust Bank.** If paid through Branch of Trust Bank/through Pay Order from any Branch of Trust Bank fees to be deposited to:
- (1) **Academic Fees.** Account Name- '**STUDENT FUND**' Account Number: 0028-0320000144, Trust Bank Limited, Mirpur Branch.
- (a) **For Government Service:** Amount to be paid = 85,450.00 Taka.
- (b) **For non-Government Service:** Amount to be paid = 1,03,450.00 Taka.
- (2) **Uniform (Dress) Fees.** Account Name- '**MIST MISC FUND**', Account Number: 0028-0320000162, Trust Bank Limited, Mirpur Branch. Amount to be paid = 5,900.00 Taka (Female) / 6,300.00 Taka (Male)
- (3) **Transportation Fees.** Account Name- '**TRANSPORTATION DEVELOPMENT FEE FUND**', Account Number: 0028-0320000411, Trust Bank Limited, Mirpur Branch. Amount to be paid = 1,800.00 Taka. Thereafter, submit the 'Deposit Slip' to MIST Account Booth.
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 **25 March 2021** at MIST website ([www.mist.ac.bd](http://www.mist.ac.bd)).
10. **Helpline / Contact Information.**
- a. For Admission Purpose: +88 02 8035419, +88 01769-023842.
- b. For Online Pre-registration Help: +88 01769024054, +88 01769024056, +88 01769024090, +88 01769024094.
- c. Help Desk of MIST.
11. **Special Instruction.** Should any dispute arise, the decision/clarification given by the MIST Authority will be considered as final.

  
**Registrar**  
MIST