Application Form for Graduate Admission

Program

Photo
of
the applicant

Form No.: 334

To be filled in by the office

Student's ID No	:	
Program	:	
Batch	:	
Roll No.	:	
Session	:	

BGC TRUST UNIVERSITY BANGLADESH

Campus: BGC Bidyanagar, P.O. Kanchannagar-4381
Chandanaish, Chittagong, Bangladesh.

www.bgctub-edu.net

[Furnish all information in capital letters]

01. Particulars of Applicant		
(a) Applicant's Full Name [In Capital Letter]		
[In Bangla]		
(b) Gender: ❑ Male ❑ Female (Tick where appliable) (c) Date of Birth: ☐☐☐☐☐☐☐☐ (d) Nationality:		
(e) National ID No./Birth Certificate No.		
(f) Father's Name:		
(g) Mother's Name:		
(h) Permanent Address: House No./Vill:		
Road No.	Ward:	P.O.
P. S/Upazila:	Dist:	Country:
(i) Present Address: House No./Vill:		
Road No.	Ward:	P.O.
P. S/Upazila:	Dist:	Country:
(j) Telephone:	Fax:	E-mail:

02. Particulars of Father:		
(i) Name:		(ii) Profession:
(iii) Annual Income: Tk. [If in Service/Business]	(iv) Organizaiton:	(v) Designation:
(i) Telephone #	(ii) Fax #	(iii) E-mail:

03. Particulars of Mother:		
(i) Name		(ii) Profession:
(iii) Annual Income: Tk. [If she has separate income]	(iv) Organizaiton:	(v) Designation:
(i) Telephone #	(ii) Fax #	(iii) E-mail:

04. Particulars of Local Guardian (If parents do not stay in Chittagong):		
(i) Name	(ii) Relationship:	(iii) Profession:
(iv) Service/Business:	(v) Organizaiton:	(vi) Designation:
(h) Present Address:		
Road No:	House No.:	Ward:
P. O:	P.S:	District:

05. Mailing Address (From previous Particulars) Tick where applicable		
❑ 01 (g)	❑ 01 (h)	❑ 04 (vi)

06. Details of S.S.C / Dhakil / 'O' Level/Equivalent Examination Passed:		
Name of the Institution:		Board:
Year of Passing:	Group:	Center of Examination:
Roll No:	Registration No :	Session:

Marks/Grade Obtained (Subject wise)																	
Subject																GPA (Without Optional)	GPA (With Optional)
Marks/Grade																	

07. Details of H.S.C/Alim/"A"Level/Equivalent Examination Passed:		
Name of the Institution:		Board:
Year of Passing:	Group:	Center of Examination:
Roll No:	Registration No :	Session:

Marks/Grade Obtained (Subject wise)															
Subject														GPA (Without Optional)	GPA (With Optional)
Marks/Grade															

08. Details of Graduation Degree:		
Name of the Institution:		
Obtained Dergee:	Major in:	Year of Passing:
GPA/Class:	Roll No:	Total Credits:
Program Duration:	Registration No :	Session:

09. Interest in extra-curricular activites (Specify your achievement in relevant field)		
# Sports (Indoor & Outdoor)	# Debate	# Music & Literature #
# Drama	# Recitation	# Others:

For Credit Transferred Students:

Semester	Institute / University	Grade Obtained	Remarks

Reference: (Any 2 persons whether dignitaries or High Official)

Name	Profession	Address

Fees and Charges

Students shall have to pay the following fees and charges in due time:

Description of fees & charges	MBA 1 Year	MBA (Regular) 2 Years	MBA (Executive) 18 Months	Remarks
Admission fee	Tk. 10,000	Tk. 10,000	Tk. 10,000	One time
Tuition fee	Tk. 55,000	Tk. 75,000	Tk. 60,000	Monthly Installment allowed
Examination fee	Tk. 1,000	Tk. 1,000	Tk. 1,000	Per semester
Grade sheet Charge	Tk. 100	Tk. 100	Tk. 100	Per semester
Library Card fee	Tk. 100	Tk. 100	Tk. 100	Per semester
Caution money (For Library)	Tk. 1,000	Tk. 1,000	Tk. 1,000	Refundable
Academic Transcript Charge	Tk. 200	Tk. 200	Tk. 200	After completion of course
Provisional Certificate Charge	Tk. 300	Tk. 300	Tk. 300	After completion of course

- Students will have also to pay duly the revised fees and charges which may be fixed by the authority from time to time.

Signature of the student

Students shall have to obey the following rules and regulations of the university:

1. Consumption of tobacco products, alcohol, drugs or illegal materials are strictly prohibited inside the University premises.
2. No political discussion in any form is allowed.
3. Students shall have to wear decent dress. . If the University authority fixes a particular dress, students shall have to wear the dress and will prepare the dress at his/her own cost.
4. Students shall have to remain present during the observance of all National Programs and others arranged by the University authority.
5. Students will have liberty to arrange extra-curricular activities with due permission from the University authority.
6. Students are allowed to place their genuine grievance (if any) to the proper authority in a peaceful manner.
7. Chanting of slogans in any form will not be allowed.
8. Dis-collegiate students will not be allowed to sit for the examinations.
9. Students shall have to pay tuition and other fees regularly.

Applicant's Declaration

I do hereby declare that all the particulars and information given in this application form are true, correct and complete and if anything contrary to the above is found, the authority shall have the right to reject my application without assigning any reason. I am very much aware of the rules and regulations of BGC Trust University Bangladesh and shall abide by those. I shall never take part in any activity subversive to the state or of the University discipline or of public peace and harmony.

_____

Applicant's Signature

Father's/Guardian's Declaration

I declare that all the information mentioned in this application is true and correct. If my son / daughter / ward _____ is admitted to your University, I do hereby undertake to pay all his/her dues regularly. I shall also be responsible for his/her overall conduct during his/her period of stay at the University.

Date:

_____

Father's/Guardian's Signature

For Office Use Only

For Admission Office

_____

Permitted for Admission

_____

Registrar

N. B.- Attach the following documents at the time of Admission:

(a) Photocopy of Transcript & Testimonial (duly attested)

(b) 4 copies of Photographs (duly attested)

(c) Original copy of experience Certificate (Executive)

(d) Photocopy of National ID or Birth Certificate

* Main Copy of Academic Transcripts, Testimonials & Certificates must be shown during admission