



CUET Admission Test 2024-25

User Manual for Application Portal (GCE ‘O’ Level and ‘A’ Level / Bangladeshi National (Foreign Institutions))

Introduction

This user manual provides a comprehensive guide for students applying to the CUET Admission Test online. The application process is entirely online, and candidates must prepare the following before starting:

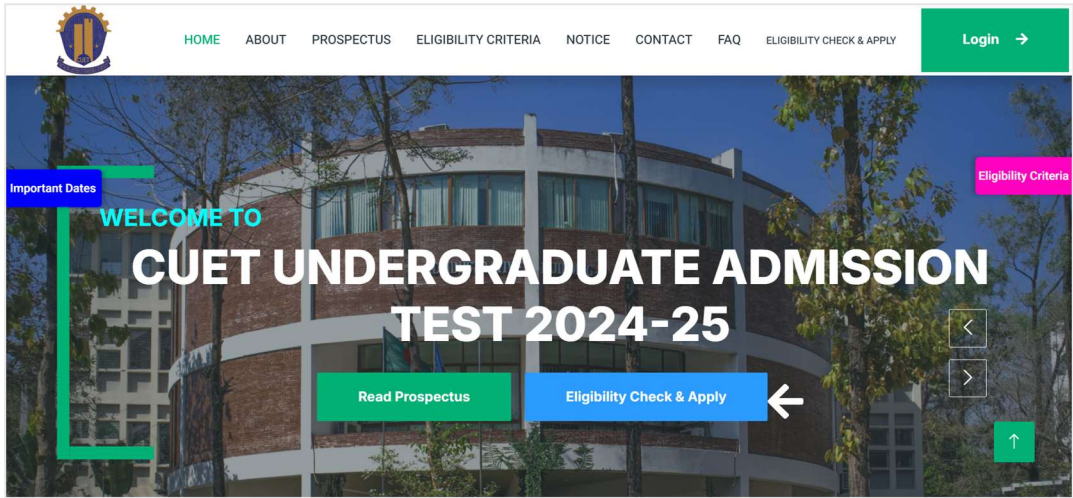
1. A **recent color photograph** in digital format (not older than 3 months),
 - o Dimensions: **300×300 pixels**
 - o Maximum file size: **300 KB**
 - o Format: .jpg, .jpeg, or .png.
 2. A **digital copy of the candidate’s signature**
 - o Dimensions: **300×80 pixels**
 - o Maximum file size: **100 KB**
 - o Format: .jpg, .jpeg, or .png.
 3. A **valid personal mobile number**, which will be used for receiving the OTP (One-Time Password) and for further communications.
 4. A means for **online payment**—Debit Card, Credit Card, Mobile Banking, or Internet Banking.
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Step-by-Step Application Process

Step 1: Accessing the Admission Portal

To begin the application process, visit the CUET Admission Test Portal at <https://admissioncueta.ac.bd> using a web browser.

- If you are a **new applicant**, click on the **‘Eligibility Check & Apply’** button. This option allows you to check whether you meet the eligibility criteria set for the admission test.

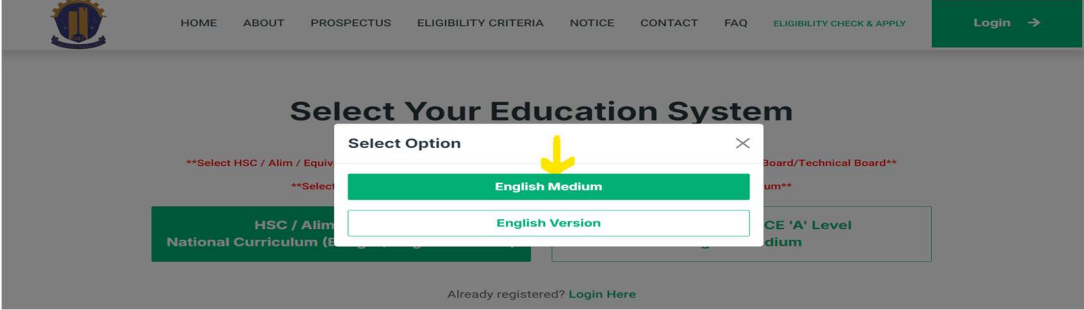
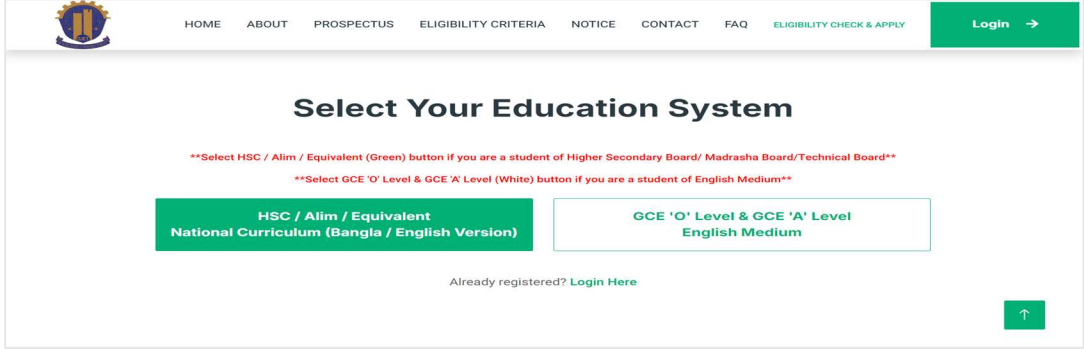


Step 2: Selecting Your Education System

On the next page, you will be asked to select the education system that you belong to. The options are:

- HSC/Alim/Equivalent / National Curriculum (Bangla / English Version)
- GCE 'O' Level & 'A' Level / English Medium

If you have completed your GCE 'O' Level and 'A' Level education, select the **'GCE 'O' Level and 'A' Level / English Medium'** option to move to the next step. A confirmation modal is open to confirm if you are applying to English medium or English Version. Select **'English Medium'** to proceed.

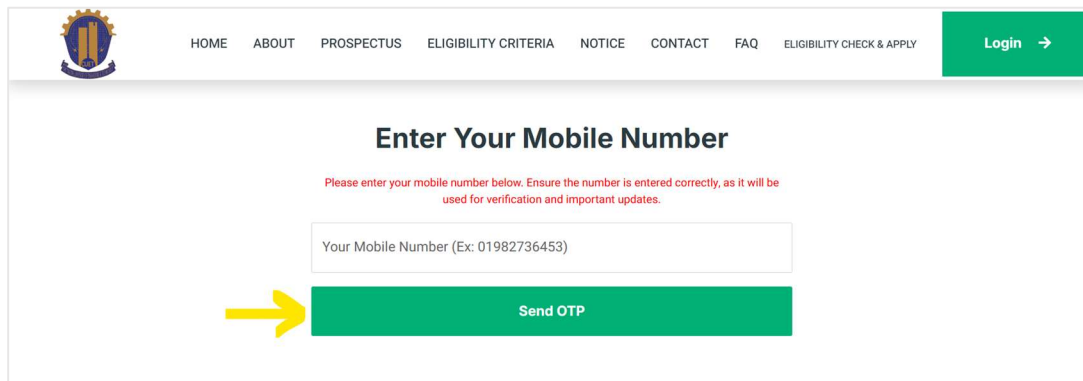


Step 4: Mobile Number Verification

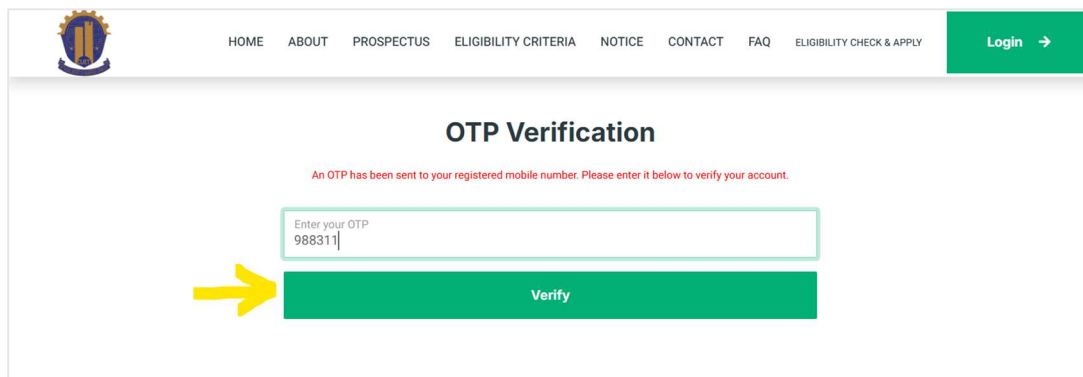
At this stage, your **HSC Registration Number** will automatically be used as your **User ID**. You will need to verify your account using your mobile number:

1. Enter your personal **mobile number** and click on **‘Send OTP’**.
2. A **One-Time Password (OTP)** will be sent to the mobile number you provided.
3. Enter the OTP in the designated field to complete the verification process.

Note: Be very careful when entering your mobile number. Once verified, this number cannot be changed and will be used for all future communication related to the admission process.



The screenshot shows the 'Enter Your Mobile Number' page. At the top, there is a navigation bar with links: HOME, ABOUT, PROSPECTUS, ELIGIBILITY CRITERIA, NOTICE, CONTACT, FAQ, and ELIGIBILITY CHECK & APPLY. A green 'Login' button with a right arrow is on the far right. The main heading is 'Enter Your Mobile Number'. Below it, a red message reads: 'Please enter your mobile number below. Ensure the number is entered correctly, as it will be used for verification and important updates.' A text input field contains 'Your Mobile Number (Ex: 01982736453)'. A yellow arrow points to a green 'Send OTP' button.



The screenshot shows the 'OTP Verification' page. It has the same navigation bar as the previous page. The main heading is 'OTP Verification'. A red message reads: 'An OTP has been sent to your registered mobile number. Please enter it below to verify your account.' A text input field contains 'Enter your OTP' and '988311'. A yellow arrow points to a green 'Verify' button.

Step 5: Creating Your Account Password

Once your mobile number has been verified, you will be prompted to set a password for your account.

- The password must follow the format guidelines provided on the portal.
- After creating the password, your account is successfully registered.

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Set Your Password

Password Guidelines:

- Length between 8 and 60 characters
- At least one lowercase letter (a-z).
- At least one uppercase letter (A-Z).
- At least one number (0-9)
- At least one special character (e.g., !, @, #, \$, %, ^, &, *).

Password
.....

Confirm Password
.....

Submit

Step 6: Logging into Your Account

You will redirect to the login page of the admission portal. To log in, use the following credentials:

- **User ID:** Your Registered Mobile Number
- **Password:** The password you just created.

After entering your credentials, click on '**Login**' to access your application dashboard.

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Login to your account

HSC Registration No./Mobile No.
01534567890

Password
.....

If you are an HSC/Alim/Equivalent student, please enter HSC Registration No.
If you are a GCE O/A Level student, please enter registered Mobile No.

Login

Forgot Password?

Activate Windows
Go to Settings to activate Windows.

Step 7: Filling Out the Application Form

Once you successfully log in, you will see the **application form**. Follow the steps below to complete the form:

1. **Select Your Group:** Choose between **Group Ka** or **Group Kha** depending on your eligibility and preference.

2. **Provide Personal Details:** Enter your name, parent information, address, and other requested details carefully.
3. **Quota Selection:**
 - If you are applying under a **quota**, select the relevant quota option and upload the necessary supporting documents.
 - If you do not have a quota, select **‘No Quota’**.
4. **Upload Your Photograph and Signature:**
 - Upload your **recent color photograph** (300×300 pixels, max 300 KB).
 - Upload your **signature** (300×80 pixels, max 100 KB).

Once all the fields are filled, review the form and click the **‘Submit’** button to proceed.

Application Form

Admission Group Selection

** Ka Group:** - For Engineering and URP Departments only
** Kha Group:** - For Engineering, URP, and Architecture Departments

Ka Group
 Kha Group

Personal Information

Name SHAKHOUR PALL		Father's Name SHIBEN PALL
Mother's Name ANJONA PALL	Gender MALE	Guardian's Name SHIBEN PALL
Relation Father	Guardian's Mobile 01986756432	AB RhD positive (AB+) ▼
Email shakhout@gmail.com		

Permanent Address

Division Chattogram ▼	District Chattogram ▼	Thana/upozilla Raozan
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Same as Permanent Address

Present Address

Division Chattogram ▼	District Chattogram ▼	Thana/upozilla Raozan
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Quota Information

Are you eligible for ethnic group quota?

Yes
 No

Upload Photo and Signature

Please upload the photo of 300x300 pixels (max 300 KB) and the signature of 300x80 pixels (max 100 KB).

<p>Applicant's Photo</p> <p><input type="button" value="Choose File"/> Picture.jpg</p> 	<p>Applicant's Signature</p> <p><input type="button" value="Choose File"/> Signature.jpeg</p> 
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Kindly upload all your certificates & transcripts in zip file. Your eligibility for the admission test will be determined based on the documents you provide (max size 5 mb).

Upload your certificates & transcripts

Academic certificates.zip

SUBMIT


Step 8: Reviewing Your Application

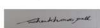
After submitting the form, you will see a **preview screen** displaying all the information you provided. Carefully check every detail to ensure accuracy.

- If any information needs to be corrected, click on the **'Edit Application'** button to make the necessary changes.
- If all the information is correct, click on the **'I Confirm'** checkbox to confirm.
- When clicking **'Pay Now'**, a confirmation message will appear asking, "Are you sure you want to proceed?" Click **'Yes'** to continue.
- Alternatively, click **'Save & Pay Later'** if you want to complete the payment at a later time.

Note: Once payment is made, you cannot edit the application.

Application Preview





Signature: 

Name	SHAKHOUR PALL
Father's Name	SHIBEN PALL
Mother's Name	ANJONA PALL
GPA	5.00
Admission Group	ka
Guardian's Name	SHIBEN PALL
Relation	Father
Guardian's Mobile	01673652432
Blood Group	AB+
Permanent Address	Raozan,Chattogram,Chattagram
Present Address	Raozan,Chattogram,Chattagram
Ethnic Quota	yes
Is Rakhain?	no
Chittagong Hill Tracts/Others?	yes
Proof of ethnic Group	View File

I confirm that all the information above is correct.

[EDIT APPLICATION](#) [SAVE & PAY LATER](#) [PAY NOW](#)



HOME ABOUT PROSPECTUS ELIGIBILITY CRITERIA NOTICE CONTACT FAQ ELIGIBILITY CHECK & APPLY 

Once you submit the application, you are unable to change the provided information.

Are you sure you want to proceed?

[Yes](#)

[No](#)

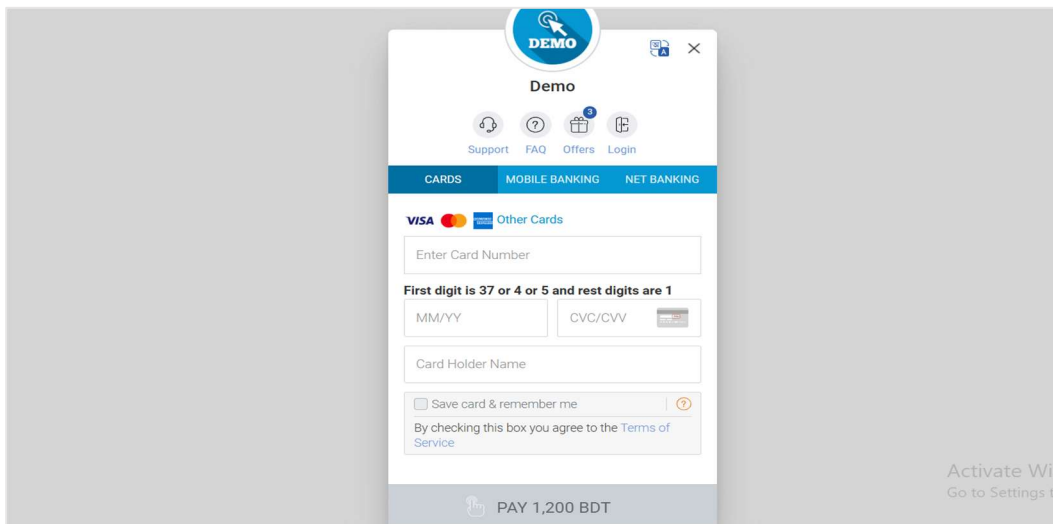
I confirm that all the information above is correct.

[EDIT APPLICATION](#) [SAVE & PAY LATER](#) [PAY NOW](#)

Step 9: Making the Payment

If you choose **‘Pay Now’**, the system will redirect you to the **SSLCOMMERZ** payment gateway, where you will see various payment options.

1. Select your preferred payment method, such as Debit Card, Credit Card, Mobile Banking, or Internet Banking.
2. Follow the instructions to complete the payment.
3. Once the payment is successfully made, a confirmation message will appear on the screen.



Step 10: Confirmation and Downloading Documents

After completing the payment, your application will be successfully submitted. You will be able to download:

- **Payment Receipt**
- **Applicant’s Copy**

Make sure to save and print these documents for your records.

Important Points to Remember

- Double-check all the information you enter before submitting the form.
 - The mobile number you provide during verification cannot be changed later.
 - Ensure your photograph and signature meet the specified format, dimensions, and file size.
 - If you face any issues during the application process, email to **admission.support@cuet.ac.bd** for further assistance.
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