# 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),
   - Dimensions: **300×300 pixels**
   - Maximum file size: **300 KB**
   - Format: `.jpg`, `.jpeg`, or `.png`.
2. A **digital copy of the candidate's signature**
   - Dimensions: **300×80 pixels**
   - Maximum file size: **100 KB**
   - 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.

### Step-by-Step Application Process

#### Step 1: Accessing the Admission Portal

To begin the application process, visit the CUET Admission Test Portal at **https://admissioncuet.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.

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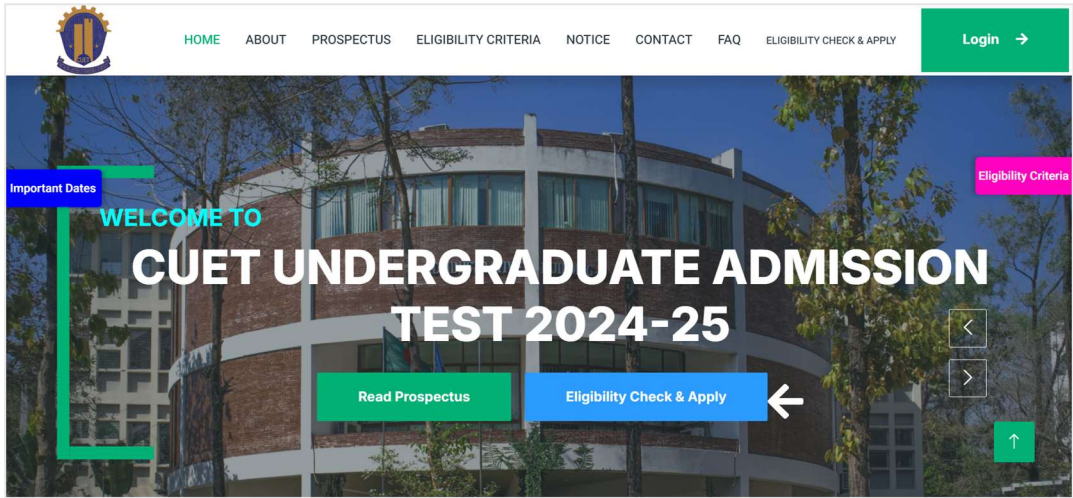
## Step 2: Selecting Your Education System

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.





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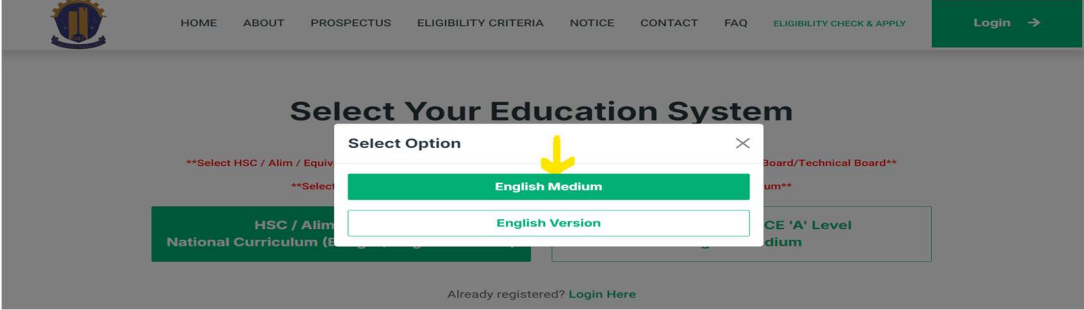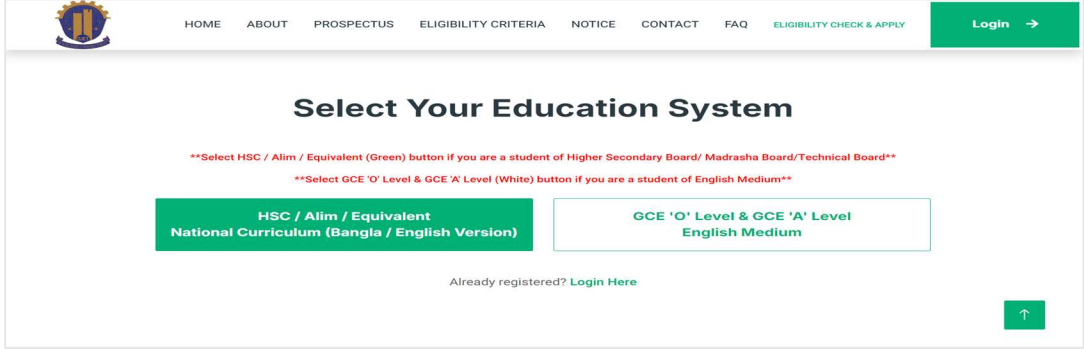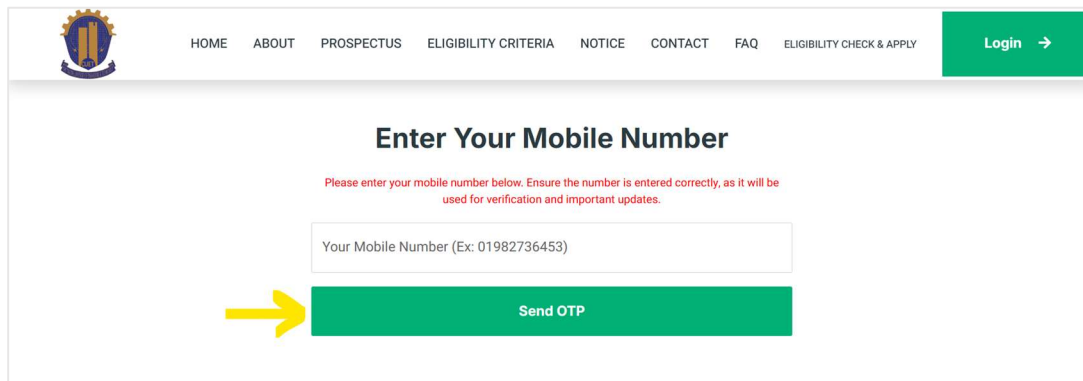
### Step 4: Mobile Number Verification
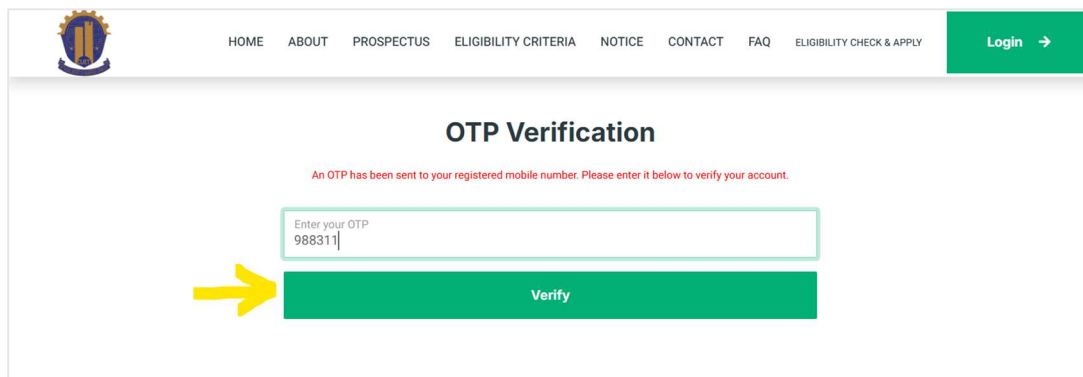
At this stage, your **HSC Registration Number** will automatically be used as your **User ID**. You will need to verify your account using your mobile number:

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.





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### 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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## 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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## 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:**
   o If you are applying under a **quota**, select the relevant quota option and upload the necessary supporting documents.
   o If you do not have a quota, select **'No Quota'**.
4. **Upload Your Photograph and Signature:**
   o Upload your **recent color photograph** (300×300 pixels, max 300 KB).
   o 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.
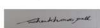
## Step 8: Reviewing Your Application

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.**

## 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.



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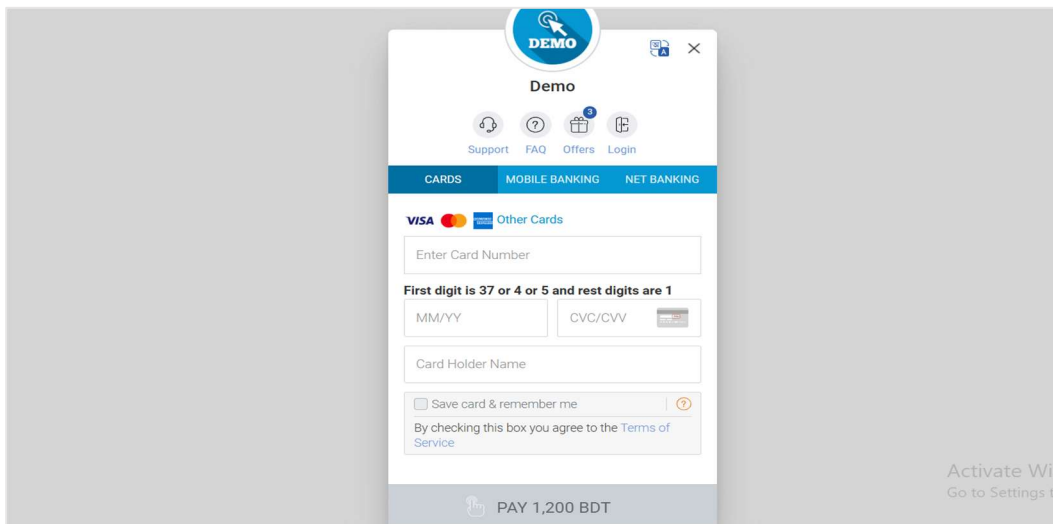
## Step 10: Confirmation and Downloading Documents

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.

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# 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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