For Bangla Medium/ English Version students (SSC and HSC):

1. The academic requirements are specified in the published admission circular.
2. Visit the following link (DU admission link):
   ➢ admission.eis.du.ac.bd
3. Login using your HSC and SSC roll number.
4. Go to IBA unit and click on “Apply”.
5. Fill up the form and upload your photo and signature (The specifications are available in the upload webpage)
6. A payment slip will be generated afterwards. This should be printed out and the specified admission fee is to be deposited along with the payment slip in any of the banks mentioned there.
7. Within a week confirmation of the payment will be displayed in the student’s admission website profile.
8. Admit card will be available for download a few days before the admission exam. It can be accessed by logging in the DU admission website. The seat plan will also be available there.
For English Medium Students (O level and A level):

1. The academic requirements are specified in the published admission circular.
2. Prior to logging in the DU admission website, an Equivalence Certificate has to be collected from IBA. For more information on this, please refer to the next section.
3. After obtaining the Equivalence Certificate, Visit the following link (DU admission link) and log in using the Equivalence ID.
   
   ➢ [admission.eis.du.ac.bd](admission.eis.du.ac.bd)

4. Use the same Equivalence ID as the SSC and HSC roll. The current year should be selected as the Passing Year. Select “GCE or Others” in the Board drop-down menu.
5. After logging in, go to IBA unit and click on “Apply”.
6. Fill up the form and upload your photo and signature (The specifications are available in the upload webpage)
7. A payment slip will be generated afterwards. This should be printed out and the specified admission fee is to be deposited along with the payment slip in any of the banks mentioned there.
8. Within a week confirmation of the payment will be displayed in the student’s admission website profile.
9. Admit card will be available for download a few days before the admission exam. It can be accessed by logging in the DU admission website. The seat plan will also be available there.
The procedure of obtaining the Equivalence Certificate is described below:

1. All the necessary documents must be brought to IBA during office hours for initial checking. The original as well as photocopies will be checked by the volunteers. (The list of documents are mentioned in the next section)
2. The Equivalence fee is to be deposited in Sonali Bank, Registrar Building Branch, inside DU campus. The relevant account information will be provided by the volunteers during initial checking. (This fee is different from the admission fee. Both must be paid)
3. There will be deposit slips in the bank, a portion of which will be retained by the bank and the remaining portion will be returned to you.
4. The photocopies of all the documents along with the remaining portion of the deposit slip is to be submitted to the volunteers in IBA for Equivalence.
5. The volunteers will provide a receipt slip acknowledging the submission of the documents. The receipt will contain a serial number which will be used to track the equivalence activities. The delivery date of the certificate will also be mentioned in the slip.
6. The receipt should be brought to IBA on the delivery date. It usually takes 3-4 office days to prepare the equivalence certificate.
7. The volunteers will provide the Equivalence Certificate and keep the receipt. The certificate will have an Equivalence ID which is to be used for the application process described in the section above.
The following documents are required for the equivalence process:

**Cambridge:**
1. Photocopy of Passport
2. O Level Certificate (Original Copy only)
3. Photocopy of O Level Certificate
4. A Level Certificate (Original Copy)
   a. Provisional Certificate will only be accepted if the original certificate is not available.
5. Photocopy of A Level Certificate

**Edexcel:**
1. Photocopy of Passport
2. O Level Certificate (Original Copy only)
3. Photocopy of O Level Certificate
4. A Level Certificate (Original Copy or Provisional)
   · If the Original Certificate is not available, only then the Provisional Certificate will be accepted.
   · Only the Provisional Certificate of subjects that were given at 2019 May/June session will be accepted
5. Photocopy of A Level Certificate

⚠️ Documents printed from websites will NOT be accepted.
⚠️ Photographs are NOT necessary
⚠️ Only the passport pages which contain personal information are needed.
The following documents are displayed to avoid further confusion. Anything other than these will not be accepted (Except for special cases).

**Edexcel:**

**Cambridge:**

**Frequently Asked Questions**
1. I already did equivalence for other units (A, B, C or D) of DU. Do I have to do it For IBA separately?
   Answer: Yes. Each Department or Institute requires separate Equivalence IDs.
2. Is it necessary for the candidates to come to IBA for the Equivalence?
   Answer: No. Anyone can come to IBA with the necessary documents mentioned in the above section. But there may be special cases where the candidate must come to IBA due to any inconsistency.
3. I completed my SSC and then went for A levels (or O levels and HSC). How do I register?
   Answer: The relevant certificates of these exams have to be submitted to the equivalence committee which will be filed as special cases. Usually it takes longer for these certificates to arrive.
4. How long does it take for the Equivalence Certificate to arrive?
   Answer: Generally, it takes 3-4 working days for the certificates to arrive. But it might take longer due to technical difficulties or unforeseen circumstances. As for the special cases, usually it takes more than a week for the certificate to arrive, but this delay depends on the complexity of the situation.
5. What do I do with the Equivalence ID? Or, How do I register using the Equivalence ID?
   Answer: The Equivalence ID obtained after successful completion of the equivalence process is to be used as the SSC and HSC roll numbers in the login screen of the DU admission website.
6. I am a late cash-in Edexcel student, and I don't have my cashed-in mark sheet. How do I apply?
   Answer: Collect a letter from the British Council with your cashed-in grades. Documents printed from websites will not be accepted.
7. Do the documents have to be attested?
   Answer: Documents at the application stage do not have to be attested.
8. Is it necessary to pay both the Equivalence fee and the admission fee?
   Answer: Yes. Equivalence fees and admission fees are two separate payments. Both must be paid as per the instructions provided.
9. I am a foreign student. How do I apply?
   Answer: The procedure is pretty similar to that of English Medium students. More documents might be required for equivalence. But this usually takes more than a week.