USER APPLICATION MANUAL

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Bracu Academia (applicant View):

1) Introduction:

BracU Academia software likes to have user manual software that works the way you do apply to a registered Student for admission test at BRAC University.

2) Purpose:

The main purpose and goal of the Bracu Academia software is to automate the process that all of the Applicant can easily apply to Brac University Admission Test.

3) Working Flow:

- **Fill up the online Admission Form**
- **Admission Fee Submission**
- **Admission Form Submission**
- **Admit Card collection**
- **Sample Question Collection**

4) System Access:

Access to the Bracu Academia via the browser

http://admissions.bracu.ac.bd/

OR

http://sph.bracu.ac.bd/index.php/mph/admission/forms/97-education/222-admissioniframe

Firstly open a internet browser. Then go to address bar, type http://admissions.bracu.ac.bd/ and press enter from keyboard. There will be a page like below:
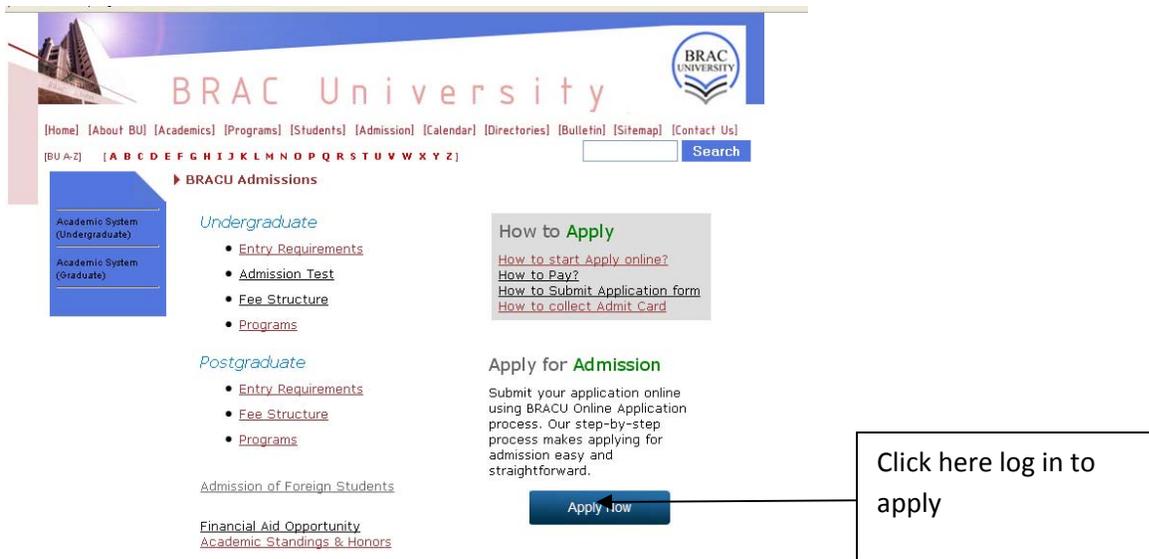
Figure 1.1 Application Home Page

Applicant can do new application during specified interval set by admin. On Online Application Main Page [Figure 1.1] click on **Apply Now for Admission link**. System will display interface as shown in **Figure 1.2** below
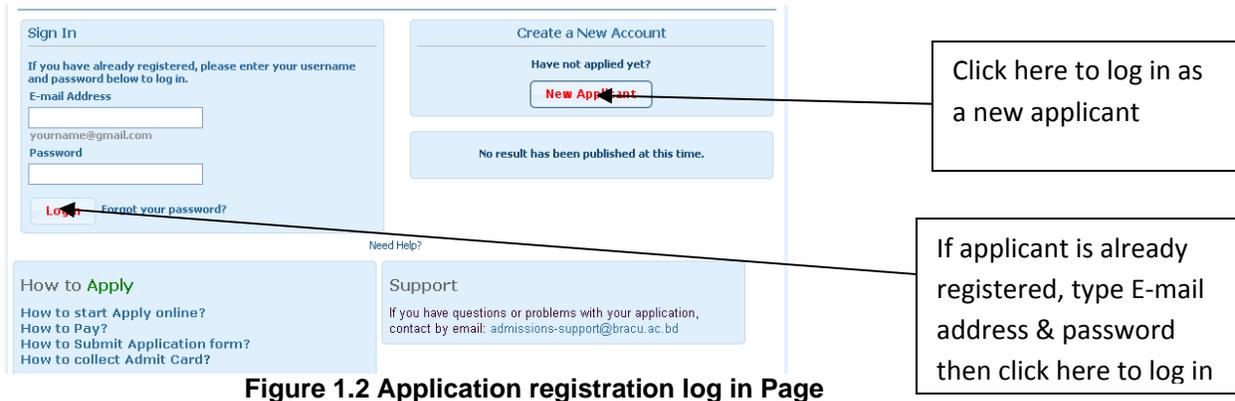

Figure 1.2 Application registration log in Page

Suppose applicant is a new and has no account here. So Applicant has to create a new account first. He has to choose "New Applicant". Applicant click on "New Applicant" for Admission link. System will display interface as shown in **Figure 1.3** below

Available Program For admission

PROGRAM	ACADEMIC SESSION	LAST DATE FOR FORM SUBMISSION	ADMISSION TEST DATE	APPLY LINK
Masters in Procurement and Supply Management (MPSM)	Fall-2014	14-08-2014		Click here to Apply
Undergraduate Programs	Fall-2014	18-08-2014	22-08-2014	Click here to Apply
Masters in Development Management and Practice (MDMP)	Fall-2014	20-08-2014	22-08-2014	Click here to Apply
MS in Biotechnology	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master of Development Studies	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
MA in English (Department of English and Humanities)	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
M.Sc./M.Engg. in Electrical & Electronic Engineering	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
MA in TESOL (BRAC Institute of Languages (BIL))	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master in Computer Applications (MCA)	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
M.Sc./M.Engg. in Computer Science and Engineering	Fall-2014	26-08-2014	29-08-2014	Click here to Apply
Master of Business Administration	Fall-2014	27-08-2014	29-08-2014	Click here to Apply
Executive MBA	Fall-2014	03-09-2014	05-09-2014	Click here to Apply
Master of Bank Management	Fall-2014	03-09-2014	05-09-2014	Click here to Apply
Post-graduate Certificate Course on Management of Land Acquisition, Resettlement and Rehabilitation (MLARR)	Fall-2014	04-09-2014		Click here to Apply
Master of Public Health (MPH) Admission 2015 (International Applicant)	Spring-2015	20-10-2014		Click here to Apply
Master of Public Health (MPH) Admission 2015 (National)	Spring-2015	07-11-2014		Click here to Apply

Click here to apply Graduate program

Figure 1.3 Application available program Page

The applicant wants to study in Graduate Program. So he has to click "**Click here to Apply**" .System will display interface as shown in **Figure1.4** below

Back Proceed to Apply

Available Program for Spring 2015

- **MASTER OF PUBLIC HEALTH**

Before applying, please consider the specific criteria as follows:

- Bachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences
- Excellent academic record with GPA 3.0 or above
- Proficiency in oral and written English and Mathematics is important
- Computer literacy, Microsoft Office and data analysis skills is preferred;
- Preference given to applicants who have a minimum of one year professional experience in health or other social sector.

You are required to have scanned copies of the following documents in hand prior to start application process:

- Academic Certificate & transcript (To be attested)
- International Applicants need to attest the documents by respective Ministry of Foreign Affairs/concerned ministry
- Passport size photograph
- Signature
- Reference Letter
- Passport
- Updated CV

Back Proceed to Apply

If you do not fit in to the above category or have break of study more than two year then please click here...

Click here proceed to apply for International Applicant

Figure 1.4 Application Criteria Page

Back Proceed to Apply

Available Program For Spring 2015

- **MASTER OF PUBLIC HEALTH**

Before applying, please consider the specific criteria as follows:

- Bachelor and/or Masters degree(s) in social sciences, multi-disciplines, public health, medicine, nursing, midwifery, health sciences;
- Excellent academic record with first and second division standing; GPA 3.0 or above;
- Proficiency in oral and written English and Mathematics is important;

    A TOEFL score of 250 on computer-based test/100 on internet-based test or IELTS of 6.5 is an advantage;

- Computer literacy, Microsoft Office and data analysis skills is preferred.
- Preference given to applicants who have a minimum of one year professional experience in health or other social sector.

You are required to have scanned copies of the following documents in hand prior to start application process:

- Academic Certificate & transcript (Attested)
- Passport size photograph
- Signature
- Application fee pay slip
- Reference Letter
- National ID card
- Updated CV

Back Proceed to Apply

If you do not fit in to the above category or have break of study more than two year then please click here...

Click here proceed to apply for national Applicant

Figure 1.4 Application Criteria Page

Then Applicant check the Eligibility. If Applicant eligible to apply, click on "**Proceed to Apply**". System will display interface as shown in **Figure1.5** below

Figure 1.5 Admission sign up page

If applicant have an account click here to log in

As a new applicant filled up to all provided information Click here to registration

Figure 1.5(a) Admission sign up page

Fill in the provided fields and click on **Registrar** button. After click "Register" button, system will display interface as shown in **Figure1.6** below

Click here to log In

Figure 1.6 Application Sign up Page

In this page Applicant click on **log in** button & system will display interface as shown in **Figure1.7** below

Figure 1.7 Application sign in Page

Applicant have to login by putting his email and password. Then system will display interface as shown in **Figure1.8** below

Figure 1.8 Application activation Page

Figure 1.8(a) Application activation Page

System will provide activation code number to be kept by applicant by his/her e-mail Id.Applicant has to type the activation code & click validate Fig 1.8 (a). Then system will display interface as shown in **Figure1.9** below

Figure 1.9 Application's Dashboard (My Dashboard) Page

Applicant is going to the next step in two ways, By "**Admission**" or "**My Dashboard**" link. So in this page Applicant click on "**Admission Form**" or "**fill up the application form properly**" on my Dashboard & system will display interface as shown in **Figure1.10** below
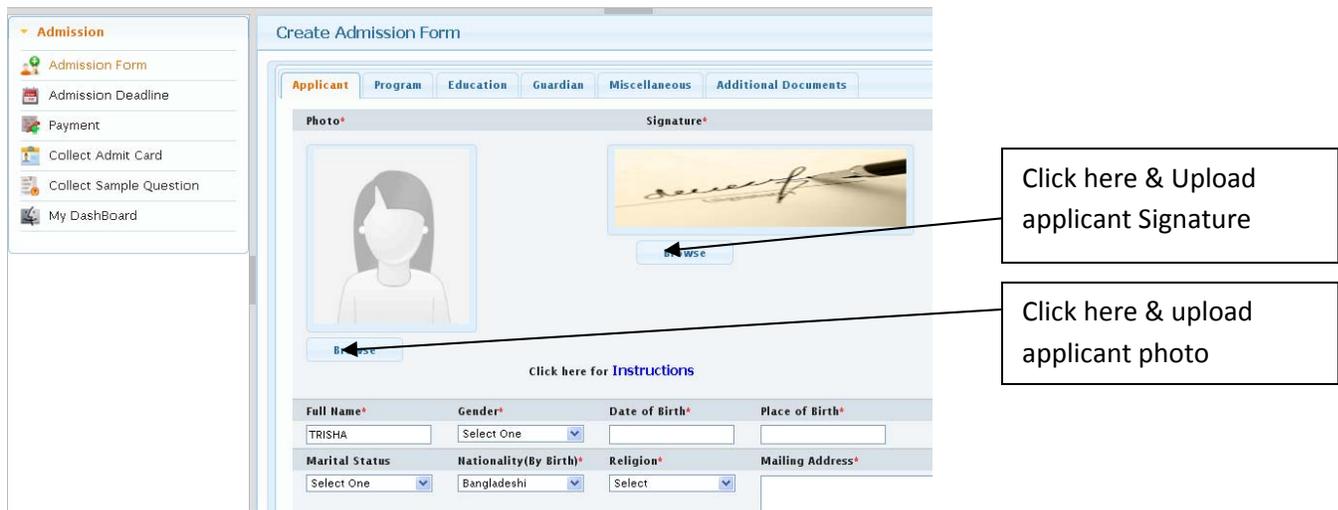
Figure 1.10 Application Admission form Page

Click on **Applicant** link on the top menu System will display Applicant **Personal Details.**
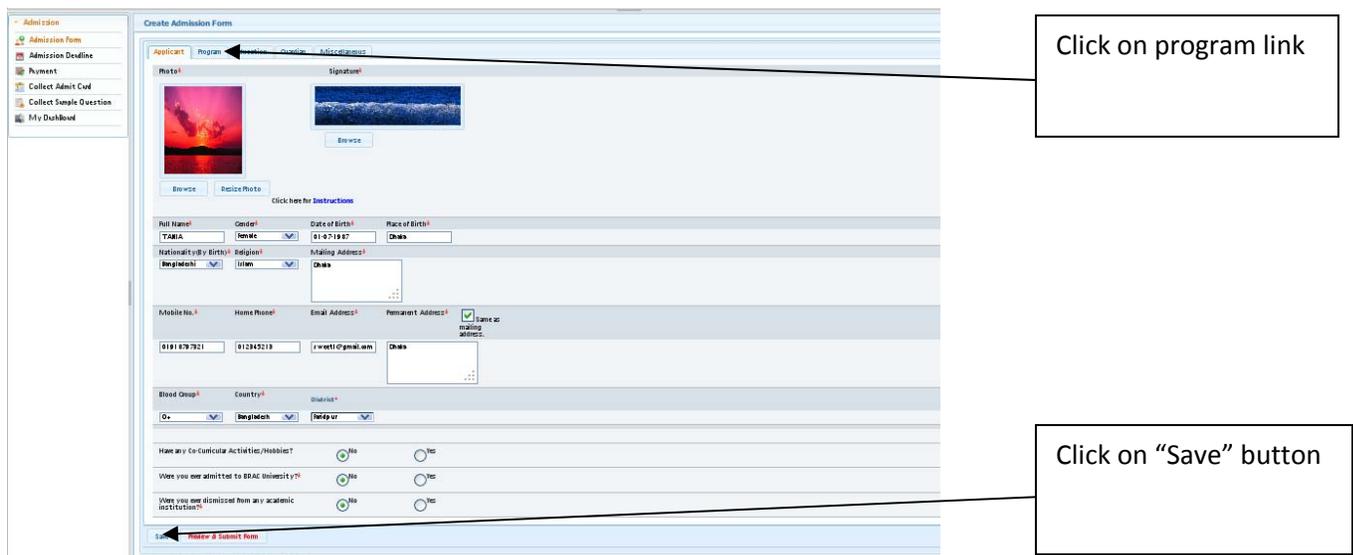
Figure 1.10 (a) Application Admission form Page

Click on **Browse Photo** button to add photo .System will display upload photo. After upload a photo Applicant upload his/ her valid signature on the same way. Fill up the all information (asterisk Sign means mandatory) in the provided fields and click on "Save" button. Then click on "**program**" link on the top menu System will display programs details as displayed in Figure **1.10 (b)**
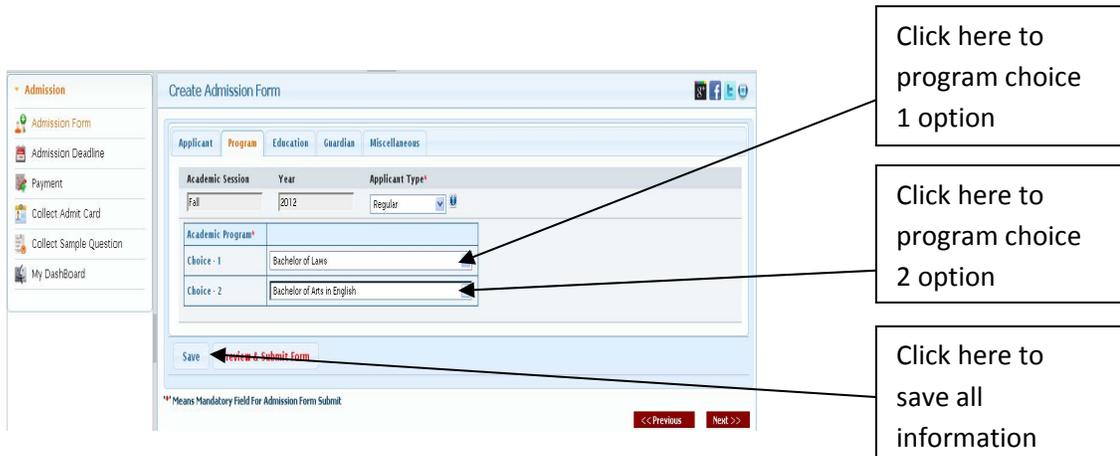
Click here to program choice 1 option

Click here to program choice 2 option

Click here to save all information

Figure 1.10 (b) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button.

Click here & go to the education details

Click here to select the Exam title

Figure 1.10 (c) Application Admission form Page

Then click on Education link on the top menu system will display education details as displayed in Figure **1.10 (c).** Select on the Exam Title & going to the next step like below Figure 1.10 (d)

Click here to go to the guardian details

Fill up the all info of SSC exam

Fill up the all info of HSC exam

Click here to save the all information

Figure 1.10 (d) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button. Then click on Guardian link on the top menu system will display Guardian details as displayed in Figure **1.10 (e).**
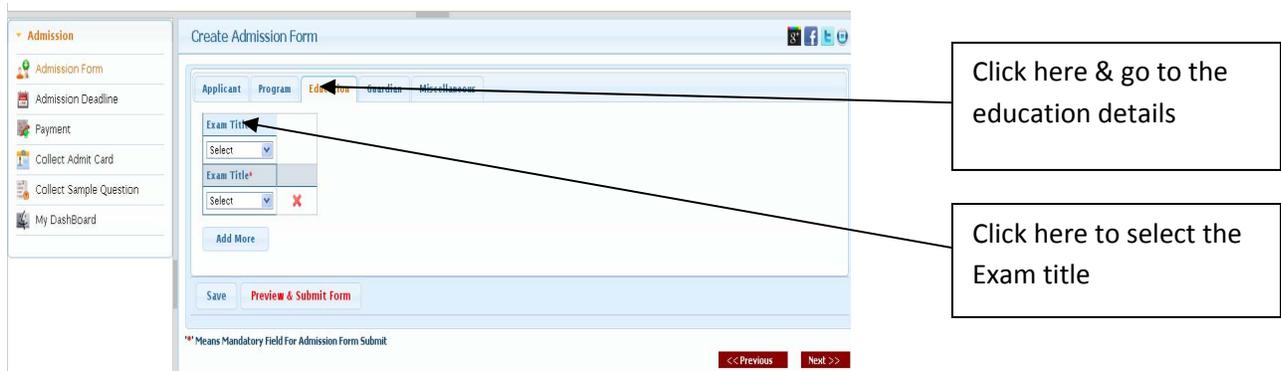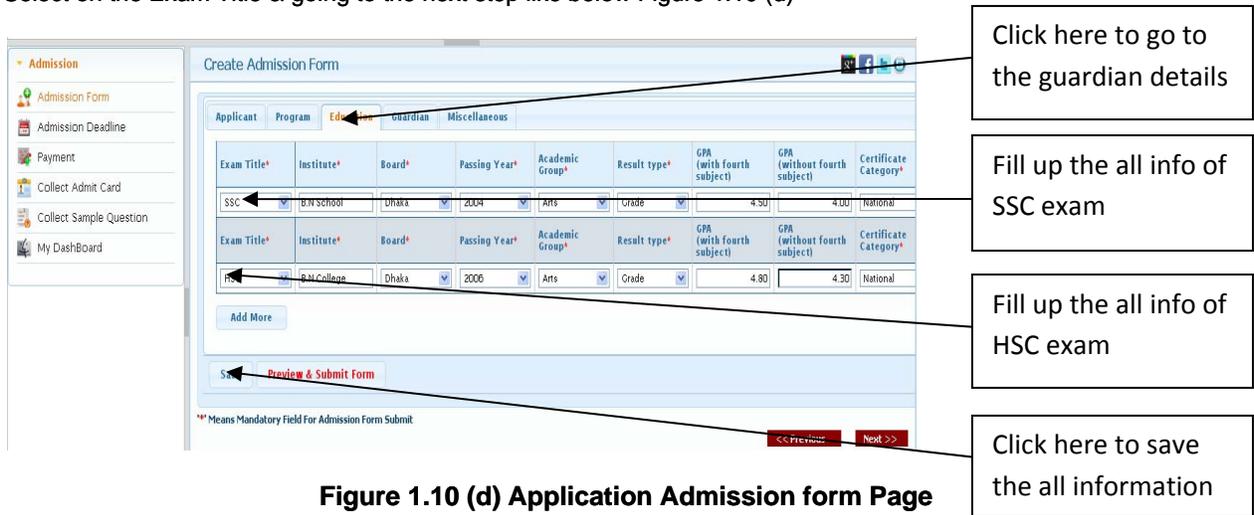
Figure 1.10 (e) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button. Then click on miscellaneous link on the top menu system will displayed in Figure **1.10 (f).**
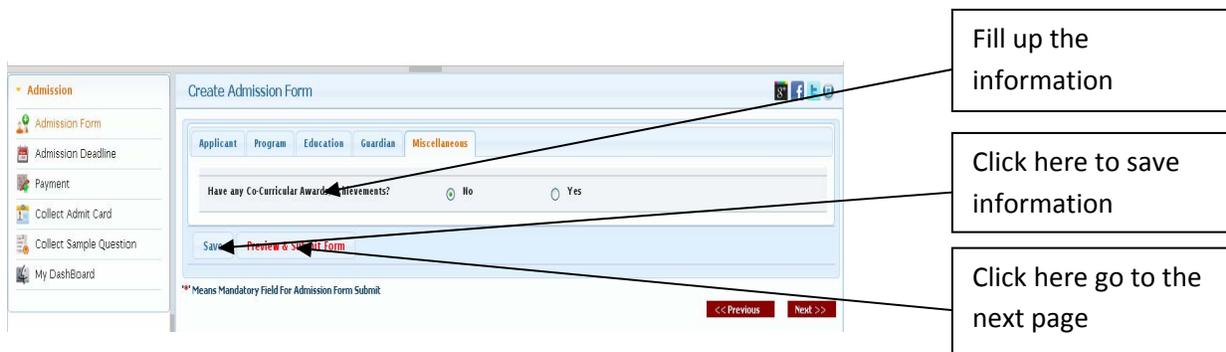
Figure 1.10 (f) Application Admission form Page

Fill up the all information in the provided fields and click on "Save" button. Then click on "Preview & Submit Form" button & System will be shown the next page like below in Figure **1.11**

Click here to process the admission payment system

Figure 1.11 Application Admission form Page

After completing the admission online form, applicant can admission fee payment transaction info and read declaration before submitting the form. Click on payment link on the top menu system will display interface as shown in **Figure1.12** below

Click here to select the Bank name

Click here to select the payment system

Click here to print pay slip

Figure 1.12 Application admission payment Page

Fill up the all provided fields and click on print pay slip link to print the **pay slip form.** System will display print pay slip form to be printed out as shown in figure 1.13

Figure 1.13 Application Admission pay slip Page

Applicant going to the selected Bank with his/her printed pay slip and complete his/her admission payment.

Figure 1.14 Application Admission form Page

After completing the payment system Applicant Click on upload pay slip on the top menu system will display interface as shown in **Figure1.15** below

Figure 1.15 Application Admission payment slip upload Page

In this page Applicant fill up pay slip no & Payment date and then click on browse & upload his/her scanned copy of pay slip after payment. Applicant Click on upload on the top menu then applicant go to the admission page and click on admission form system will display interface as shown in **Figure1.16** below

Figure 1.16 Application Admission form preview & submit form Page

To submit online application, click on **Submit application** button on the top of the menu shown in **figure 1.16.**If Applicant all information is correct his/her online application is submitted successfully.

Then applicant go to the admission page and click on collect admit card …………………………..

Figure 1.17 Collect Sample Question