



# **DGME Online Class**

## **Technical Guideline for the Lecturer/Host**

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## Applicant Sign Up

- Applicants should go to this [link](#) for Signing Up in the System.

The screenshot shows the 'Applicant Registration Form' for the Directorate General of Medical Education (DGME), Government of the People's Republic of Bangladesh. The form includes fields for First Name, Last Name, Email Address, Country, Passport No, Password, and Confirm Password. There are 'Register Applicant' and 'Log In' buttons at the bottom.

**Directorate General of Medical Education (DGME)**  
Government of the People's Republic of Bangladesh

### Foreign Medical/Dental Student Application

#### Applicant Registration Form

FIRST NAME LAST NAME

EMAIL ADDRESS COUNTRY

PASSPORT NO

PASSWORD CONFIRM PASSWORD

**Register Applicant**

**Log In**

- Fill up the information accordingly,

First Name = Applicant's First Name.

Last Name = Applicant's Last Name.

Email Address = Applicant's own user email.



Unique email is required

One Email can not be used twice.

Notifications, Verification and Password reset emails will be sent to this address.

Country = Applicant's Country of Residence

Passport No = Applicant's own passport no.



This same passport number has to be used when an application is being created.

Also the same passport's scan copy has to be uploaded for the application.

Password = Minimum 6 characters, a mixture of characters and numbers are allowed



Confirm Password = Must be the same as the password field.

- Click the Register Applicant button to register in the system.
- If there are any input errors it will be shown here



 **Directorate General of  
Medical Education  
(DGME)**   
Government of the People's  
Republic of Bangladesh

## Foreign Medical/Dental Student Application


**\* This field is required** Applicant Register **\* This field is required**

FIRST NAME  LAST NAME 



**\* This field is required** **\* This field is required**

EMAIL ADDRESS  COUNTRY 

**\* This field is required**

PASSPORT NO 

**\* This field is required**


PASSWORD  CONFIRM PASSWORD 

**Register Applicant**


**Log In**



- For validation errors will be shown in the message, "Fail" would be shown at the top and the errors will be written in the following.



**Directorate General of  
Medical Education  
(DGME)**  
Government of the People's  
Republic of Bangladesh



**Foreign Medical/Dental Student  
Application**

**Fail**  
The action was not successful  
The email has already been taken.  
The passport no has already been taken.  
The password must be at least 6 characters.  
The password format is invalid.

**Applicant Registration Form**

**FIRST NAME** ⓘ  
Sanjid

**LAST NAME** ⓘ  
Habib

**EMAIL ADDRESS** ⓘ  
sanjidhabib@gmail.c  
The email has already been taken.

**COUNTRY** ⓘ  
Bangladesh

**PASSPORT NO** ⓘ  
ABCD12345  
The passport no has already been taken.

**PASSWORD** ⓘ  
The password must be at least 6  
characters.

**CONFIRM PASSWORD** ⓘ

**Register Applicant**



- If the form is submitted properly users will get this message  
“Verify Your Email and Login”

**Directorate General of  
Medical Education  
(DGME)**  
Government of the People's  
Republic of Bangladesh

**Foreign Medical/Dental Student  
Application**

**Success**  
Verify your email and log in.

Username (Email Address)

Password

☐ REMEMBER ME

**Login**

[Forgot Your Password?](#)

**Applicant Sign Up**

- Please check your email, A verification email is sent to the user's email.  
Click on the link to verify your email.

Foreign Medical/Dental Student Application <admin@dgmebd.com>  
to me

7:00 PM (0 minutes ago) ☆ ↩ ⋮

**Foreign Student Application Registration Email Verification**

Dear Sanjida,

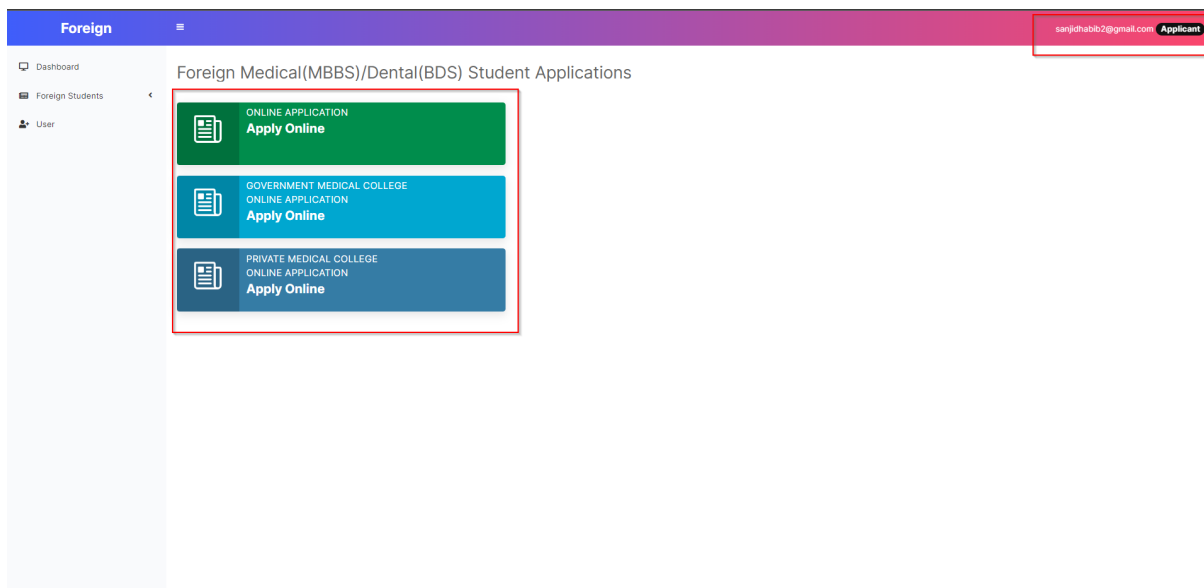
Thank You for taking the time to register.

Please [click here](#) to verify your user email.

Thank you

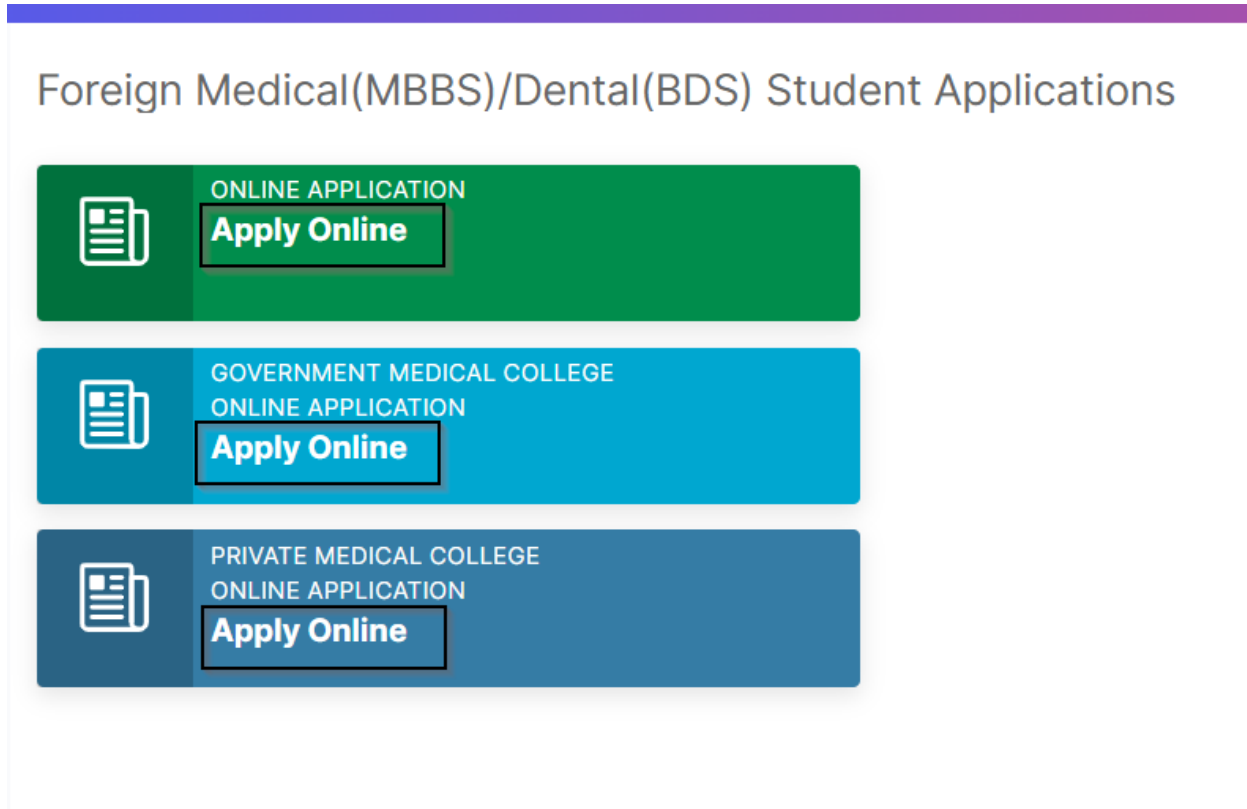
Foreign Medical(MBBS)/Dental(BDS) Student Applications

- If email is not sent please try to login again with your credentials  
and request another verification link.
- After clicking it will automatically let you sign in the Application.  
You will see this screen.



## Create An Application

- To create an application click on the following button





- The Application form will be opened. Fill the necessary information to begin and press next.

**Create New Foreign student application** ≡

Name of the course to which admission is sought

COURSE

GOVERNMENT/PUBLIC INSTITUTE

IS SAARC?

Applicant Info

NAME

STUDENT EMAIL

STUDENT MOBILE NO



**Course** - Choose your desired course, available options “MBBS” and “BDS”

**GOVERNMENT/PRIVATE INSTITUTE** - Chose your preferable institute, Government or Private

**IS SAARC?** - If you are applying from a Saarc country select “Yes”, otherwise select “No”

**NAME** - Applicant’s Full Name

**STUDENT EMAIL** - Applicant’s Email Address ( Should match with the signed up user email)

**STUDENT MOBILE NO** - Applicant’s Contact Number. (Use the country code at the beginning)

- The total form will be available after clicking next and an email will be sent to the user about an application being created with status “Draft”

Foreign Student Application | Application Status Changed

Dear Sanjida,

The status for your application on - [MBBS](#) course has been changed to Draft.

Please [click here](#) to view it.

Thank you

Foreign Medical(MBBS)/Dental(BDS) Student Applications

- Complete the total form with necessary information. Users can save the form any



time.

**Foreign student application +**

Name of the course to which admission is sought

COURSE	GOVERNMENT/PUBLIC INSTITUTE	IS SAARC?
MBBS	Private	Yes

Applicant Info

NAME	STUDENT EMAIL
Sanjid Habib	sanjidhabib2@gmail.com

STUDENT MOBILE NO	FATHER'S NAME	MOTHER'S NAME
8801670476330		

FULL ADDRESS TO WHICH COMMUNICATION MAY BE SENT

DATE OF BIRTH

COUNTRY OF BIRTH

PLACE OF BIRTH

COUNTRY OF DOMICILE

PLACE OF DOMICILE

NATIONALITY

PASSPORT NO

Most of the fields are self explanatory.

For

**COUNTRY OF DOMICILE** = If "IS SAARC?"= yes, then this will be limited to SAARC countries.

**Passport No** = Make sure the entered passport number matches the signed in user's passport number.

**HAVE PREVIOUS APPLICATION?** = Possible answer "Yes/No". If yes there will be another field where users need to input the details of the user's last application.

PROPOSED MODE OF FINANCING STUDY = Possible answers

"Own Fund"

"Scholarship awarded by candidate's own Government"

"Scholarship to be awarded by Bangladesh Government"

"Other"

If Other is selected then there will be another field where the user needs to address the details

- Users need to provide details for their examinations.  
Examinations will start from O Level or equivalent to A level or equivalent.  
This section will be used for providing the information.





Beginning with Matriculation/O Level or equivalent examinations list your examinations

SHOW 10 ▾ ENTRIES

ID	TYPE	EXAMINATION	PASSING YEAR	SUBJECTS	CERTIFICATES
----	------	-------------	--------------	----------	--------------

No data available in table

Showing 0 to 0 of 0 entries

Proficiency Of Language

SHOW 10 ▾ ENTRIES

ID	LANGUAGE	READING	WRITING	SPEAKING
----	----------	---------	---------	----------

No data available in table

Showing 0 to 0 of 0 entries

Click Here

Add Examinations

SEARCH

Previous Next

Click Here

Add Language Proficiency

SEARCH

Previous Next

- Clicking Add examination will open up a new form for exam informations

### Add Examination

O LEVEL/ A LEVEL EQUIVALENT

EXAMINATION

PASSING YEAR

SUBJECTS TAKEN

CERTIFICATE

Add Examination

Close

O LEVEL/ A LEVEL EQUIVALENT – Available Options

“O Level/Different Grading System Or Equivalent” – Minimum of One entry of this type is required for the application

“A Level Or Equivalent” – Minimum of One entry of this type is required for the application



EXAMINATION - Name of the examination (Must match the upload copy)

PASSING YEAR - For type

"O Level/Different Grading System Or Equivalent" - Minimum Year Should be 2017 and Maximum is 2019

"A Level Or Equivalent" - Minimum Year Should be 2020 and Maximum is 2021

SUBJECTS TAKEN - List the subjects that you have completed.

CERTIFICATE - Name of the certificate (Must match the upload copy)

- Clicking Add Language Proficiency will show this form

Proficiency Of Language

SHOW 10 ENTRIES

SEARCH

ID	LANGUAGE	READING	WRITING	SPEAKING
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

**Add Language Proficiency**

**Add Language Proficiency**

LANGUAGE

READING WRITING SPEAKING

▼ ▼ ▼

**Add Language Proficiency** Close

Language - Right the language name you want to give your proficiency to.

Reading/Writing/Speaking - Options are High/Average/Low

Students must have at least one Language proficiency for the application.

- Payment transaction id - This is the transaction number or the memo number which must be uploaded in the application.



Payment Info

PAYMENT TRANSACTION ID

Transaction Id from the  
Payment Memo

STATUS

Draft

SUBMITTED AT

✓ Submit

Click to Submit the Application

Applicant's Picture upload

Upload one or more files

Upload -OR- Drop files here

Applicant's Signature upload

Upload one or more files

Upload -OR- Drop files here

Applicant's Passport upload

Upload one or more files

Upload -OR- Drop files here

Confirmed Payment Document upload

Upload one or more files

Upload -OR- Drop files here

Applicant's O Level/Different Grading System Or Equivalent Certificate upload

Upload one or more files

Upload -OR- Drop files here

- Before Submitting, Please upload the necessary documents shown in the picture. All documents should be in PDF format. With Maximum Size of 1 MB. These documents will be validated when the application is being processed.
- To submit the application Click the Submit button, it will give a pop up message. "Please confirm the declaration. Once submitted the application can be edited in the next 24 hours only."  
The Application would be locked after 24 hours of Submission.

Please confirm the declaration.  
Once submitted the application can be edited in the next 24 hours only.

Close



## Directorate General of Medical Education

Medical Education and Family Welfare Division

Activation

STATUS

Submitted

SUBMITTED AT

Declaration



I, thereby, declare that particulars given and documents submitted above are true and valid to the best of my knowledge. I also declare that I shall fully abide by the rules and regulations of the institutions, country and any decisions of Authority of the institution to which I may be admitted. I furthermore declare that if any of the submitted documents found false or tempered, the application will be cancelled

Applicant's Picture upload

Upload one or more files

Upload -OR- Drop files here

Applicant's Signature upload

Upload one or more files

Upload -OR- Drop files here

Applicant's Passport upload

Upload one or more files

Upload -OR- Drop files here

Confirmed Payment Document upload

Upload one or more files

Upload -OR- Drop files here

✓Submit

- Check the declaration and fill up the necessary fields to Submit the Application.
- You will receive an error if any information is missing from the Application.



### Error - The action was not successful

Failed to update Foreign student applications (3)

The payment transaction id field is required.

The applicant father name field is required.

The applicant mother name field is required.

The communication address field is required.

The dob field is required.

The dob country id field is required.

The dob address field is required.

The domicile country id field is required.

The domicile address field is required.

The nationality field is required.

The applicant passport no field is required.

The applicant passport issue date field is required.

The applicant passport expiry date field is required.

The legal guardian name field is required.

The legal guardian nationality field is required.

The legal guardian address field is required.

The emergency contact domicile name field is required.

The emergency contact domicile address field is required.

The financing mode field is required.

Close



- After Successful Submission An email will be sent to the user.



Dear Sanjid,

The status for your application on - [MBBS](#) course has been changed to Submitted.

Please [click here](#) to view it.

Thank you

Foreign Medical(MBBS)/Dental(BDS) Student Applications

- Users will have 24 hours until the application is locked.  
If any edits have to be made, users have to do it by this time.
- To print a copy of the application click here,

**Foreign student application** + ≡

NAME OF THE COURSE TO WHICH ADMISSION IS SOUGHT

COURSE

MBBS

GOVERNMENT/PRIVATE INSTITUTE

Private

IS SAARC?

Yes

STUDENT MOBILE NO

8801670476330

FATHER'S NAME

Test Father

MOTHER'S NAME

Test Mother

FULL ADDRESS TO WHICH COMMUNICATION MAY BE SENT

Test

DATE OF BIRTH

.. . . .

COUNTRY OF BIRTH

.. . . .

PLACE OF BIRTH

.. . . .

STUDENT EMAIL

sanjidhabib2@gmail.com

NAME

Sanjid Habib

Print



Directorate General of Medical Education (DGME)  
Government of the People's Republic of Bangladesh



**Summary of Foreign Student Application**



Name of the course for which Admission is sought -	MBBS
Application ID -	3
Application Status -	Submitted
Application Date -	27-02-2022 14:52:11
Student Name -	Sanjid Habib
Student E-mail -	sanjidhabib2@gmail.com
Nationality -	Nepali
Passport No -	TestingWithPassport
Emergency Contact Name (Bangladesh) -	
Emergency Contact Name (Domicile) -	Test

Thank you, We have received your Application for MBBS Course in Bangladesh.

## Forget Password

- To recover the account the user must click here.



The screenshot shows the login interface for the Directorate General of Medical Education (DGME). At the top, there are two circular logos: the national emblem of Bangladesh on the left and the DGME logo on the right. The text 'Directorate General of Medical Education (DGME)' and 'Government of the People's Republic of Bangladesh' is centered. Below this, the title 'Foreign Medical/Dental Student Application' is displayed. The login form includes a 'Username (Email Address)' field with a person icon, a 'Password' field with a lock icon, and a 'REMEMBER ME' checkbox. A blue 'Login' button is positioned below the password field. A link for 'Forgot Your Password?' is enclosed in a black rectangular box. At the bottom, there is a grey 'Applicant Sign Up' button.

- This will open a new form, where the registered email should be provided.

The screenshot shows the password reset interface for the Directorate General of Medical Education (DGME). It features the same logos and header text as the login page. The title 'Foreign Medical/Dental Student Application' is present. Below the title, the text 'Password Reset' is centered. There is an 'EMAIL' input field. At the bottom, a blue button labeled 'Send Password Reset Link' is visible.

- Fill the email and click Send Password Reset Link.
- An email will be sent to set up a new password to the registered email.



# Directorate General of Medical Education

Medical Education and Family Welfare Division



Foreign Medical/Dental Student Application <admin@dgmebd.com>  
to me ▾

3:16 PM (0 minutes ago) ☆ ↩ ⋮



Directorate General of Medical Education (DGME)  
Government of the People's Republic of Bangladesh



## Reset password

You are receiving this email because we received a password reset request for your account.

Reset Password

<https://students.dgme.gov.bd/password/reset/b090e03ebae9f86ac7c540ed38fd1bdc171e9f18cfedd5f89536d5c94be279867email=sanjidhabib2%40gmail.com>

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.