

## Instructions for 'College Specific Education Quota(EQ)'

This list of EQ is only for an applicant who is a son/daughter of a teacher/staff/governing-body-member of this college. Note that applicants who are sons/daughters of service holders working in the Ministry or organizations under the Ministry (such as Education Board) must NOT be included in this **College Specific EQ** list

1. Go to the web address: [xiclassadmission.gov.bd](http://xiclassadmission.gov.bd)
2. Click **College/Board Section**
3. Then Login with your college EIIN (as Application ID) and Password (provided from the Board)
4. On the left menu Click on **EQ Approval**
5. Next you will be asked for Security Verification. Make a request for an One Time Password (OTP).
6. Find the security code in your mobile phone and then put it in the textbox and click “Verify OTP”.
7. Now you can view the list of candidates that have applied for SQ in your institution. You can also download the list by clicking on the button **Download CSV**.
8. Next, select the candidates from the list, click the **Approve** Checkbox and then press the **Approve EQ** Button.
9. If a candidate is not in the list, then type his/her Application ID in the **Add New EQ Student** Section and then click **Search**.
10. The candidate's information will be displayed, select the candidate, click the **Approve** Checkbox and then press the **Approve EQ** Button.

## Instructions for 'Special Quota (SQ)'

The Special Quota (SQ) is applicable for selective colleges that run by any government/semi-government/autonomous or missionary organization. (This list of colleges is approved by corresponding Education Board). Note that applicants that have passed from the same school (same EIIN) will be considered as OWN Candidate and they do not need to be included in the SQ list.

1. Go to the web address: [xiclassadmission.gov.bd](http://xiclassadmission.gov.bd)
2. Click **College/Board Section**
3. Then Login with your college EIIN (as Application ID) and Password (provided from the Board)
4. On the left menu Click on **SQ Approval**
5. Next you will be asked for Security Verification. Make a request for an One Time Password (OTP).

6. Find the security code in your mobile phone and then put it in the textbox and click “Verify OTP”.
7. Now you can view the list of candidates that have applied for SQ in your institution. You can also download the list by clicking on the button **Download CSV**.
8. Next, select the candidates from the list, click the **Approve** Checkbox and then press the **Approve Special Quota** Button.
9. If a candidate is not in the list, then type his/her Application ID in the **Add New SQ Student** Section and then click **Search**.
10. The candidate's information will be displayed, select the candidate, click the **Approve** Checkbox and then press the **Approve Special Quota** Button.

**N.B.** If you request for an OTP but do not use it. it will be active in your next login.