

Enrollment Process for International Applicants

Minimum Requirements

International Applicants: must have 12th schooling years with minimum average marks of 60%

i) Medium of instruction in English or

ii) For non-English speaking countries, required minimum scores of

SAT 1100 (1600 scale) or

IELTS 6.0 or

TOEFL (PBT 514 or CBT 180 or IBT 72)

All academic papers will be verified by the Education Ministry/Concerned Embassy

Admission Processes

Step 1:

The applicant must submit an application addressed to the Director, Office of Admissions through email: admissions@northsouth.edu or a hard copy to the admissions office, NSU, with the following documents:

Middle School transcripts and certificates (10th Grade equivalence)

High School transcripts and certificates (12th Grade equivalence)

Passport copy

Statement from a home institute that confirms the medium of instruction is English

Health checkups/medical certificates (Covid-19, HIV etc.)

Candidates must comply with the admission requirements (<https://admissions.northsouth.edu/apply>).

Step 2:

The Office of Admissions will verify the documents

After acceptance of the application, the applicant will ask (via email or phone) to fill up the application form through online (<https://admissions.northsouth.edu>) and complete the payment of application fee BDT. 1,500.00

Step 3:

The offer letter will be issued through email.

The applicant should apply for a student visa in the Bangladesh Embassy of his/her respective country.

Step 4:

The applicant contacts the Office of External Affairs, NSU (through a representative) and provides the scanned or photocopies of the following documents:

Passport

Visa

Offer Letter

Air ticket of arrival

Step 5:

A representative from the Office of External Affairs will receive the applicant from the airport.

The applicant has to contact the Office of Admissions to get an admission formally during the admission schedules.

After admission, the applicant has to collect the NSU ID card from the Registrar's Office.

For any queries, feel free to email us at: oea@northsouth.edu or admissions@northsouth.edu

Visa Extension Procedures

For extending visas and arranging exit visas, an officer from Office of International Affairs, NSU, will guide the applicants.

It is crucial that the international students residing in Bangladesh maintain valid visas. Therefore, they need to extend their visas on time. The processes are described below:

Step 1:

A month before the visa expiration date, the international student has to contact the International Affairs Officer in person.

The applicant is asked to deposit BDT 100 only to an NSU authorized bank (Bashundhara Branch, Bangladesh) and give the International Affairs Officer the deposit slip. This payment is necessary in order to receive recommendation letters.

Step 2:

After receiving the payment slip, the International Affairs Office provides a form to fill out for the visa extension. The international student has to fill out the form and submit it to the International Affairs Officer. The International Affairs Officer also receives photocopies of the following documents from the international student.

Passport

Visa

NSU ID

After receiving the documents, the International Affairs Officer asks the international student to come after two working days to receive recommendation letters for visa extension, sponsorship certificate, and non-employment letter.

Step 3:

After receiving the recommendation letters, the international student has to go to the Passport and Immigration Office (at Agargaon, Bangladesh) to submit the following documents:

The three recommendation letters received from the International Affairs Officer

Original and photocopy of passport and visa

Original and photocopy of the last date of entry into Bangladesh stamped in the passport

After receiving the documents, the International Affairs Officer asks the international student to come after two working days to receive recommendation letters for visa extension, sponsorship certificate, and non-employment letter.

Step 4:

The international student has to go to Counter #2 (of the Passport and Immigration Office) to collect and fill out the visa extension form.

The international student has to submit all of the documents (along with the visa extension form received from Counter #2) to Counter #1 of the Passport and Immigration Office.

Deposit the required processing fee (varies from country to country) to the bank (Shonali bank, Counter #4) located at the Passport and Immigration Office.

After the deposit, attach all the documents along with the money receipt and submit altogether to Counter #3.

The international student receives a passport delivery slip.

Step 5:

The international student and the International Affairs Officer are contacted by an appointed SBP Officer (for verification of the student) for the visa extension. To avoid miscommunication, both student and the International Affairs Officer are instructed to send the international student with the following documents. Collect the documents from their respective departments.

'To Whom It May Concern' Recommendation letter (OEA)

Offer Letter (Self)

Registration Certificate of NSU (OEA)

Attendance Sheet (his/her respective department)

Unofficial Transcript (Controller of Examinations)

Studentship Certificate (Controller of Examinations)

Passport Delivery Slip (Passport and Immigration Office)

Foreign student list (OEA)

Photocopies of Passport, visa and NSU ID (Self)

Attested photocopy of three recommendation letters for the visa extension (OEA)

Step 6:

Before going to the SBP Office (Malibagh), the international student has to make an appointment with the SBP Officer appointed to him/her. This can be done in two ways:

The international student can come and ask the International Affairs Officer to make an appointment with his/her appointed SBP Officer. Due to the language barrier, it is prudent that they seek help from the International Affairs Officer.

The international student can directly contact the SBP Officer and make an appointment with him/her.

The student meets the SBP Officer during his/her appointment and submits the previously mentioned documents.

Step 7:

The SBP Officer provides a basic information form for the international student to fill out.

After filling it out, the international student is allowed to leave the police office. The student has to wait for a certain period of time (usually two to three weeks) to get the extended visa.

After two to three weeks, the international student contacts (by phone) his/her appointed SBP Officer to check on the progress. Once the visa extension is ready, the student is instructed to go to the Passport and Immigration Office.

At the Passport and Immigration Office, the international student has to submit the passport delivery slip to Counter #2 and finally receive the extended visa.

Exit Visa Procedures

Before the visa extension, if the international student is required to leave the country for emergency purposes, then the student has to receive an exit visa. In the following, the exit visa procedure is given.

Step 1:

Follow steps 1 to 3 from the 'Visa Extension Procedure' section.

After receiving the documents, the International Affairs Officer asks the international student to come after two working days to receive recommendation letter for an exit visa.

Step 2:

After receiving the recommendation letter, the international student has to go to the Passport and Immigration Office (at Agargaon) to submit the following documents.

The recommendation letter received from the International Affairs Officer

Original and photocopy of passport and visa

Original and photocopy of the last date of entry into Bangladesh stamped in the passport/li>

Step 3:

The international student has to go to Counter #2 (of the Passport and Immigration Office) to collect and fill out the exit visa form. The international student has to submit all the documents (along with the exit visa form received from Counter #2) to Counter #1 of the Passport and Immigration Office. Follow steps 8 to 10 of the 'Visa Extension Procedure'.
li> Preserve the original copy and submit the photocopy of the passport delivery slip along with the passport to Counter #2. After submitting, the international student receives the exit visa.