



# Bangladesh University of Business and Technology (BUBT)

*Committed to Academic Excellence*

Plot No. 77-78, Main Road, Rupnagar, Mirpur-2, Dhaka-1216, Bangladesh.

PABX: 48036351-3, Fax: 88-02-48036355, Admission Hotline: 01810-033733, E-mail: info@bubt.edu.bd

facebook.com/BUBTOfficial, Web site: www.bubt.edu.bd, Online Admission: admission.bubt.edu.bd

Ref: BUBT-Reg-2326-09-23

Date: 20-09-2023

## Notice on Online Application for Academic Documents through the Annex (for the students of BUBT)

This is for the information of all the students of BUBT that, they may apply for their academic documents like Provisional Certificates, Transcripts, Testimonials, Medium of Instructions, etc. through online (Annex). In this connection, a detailed guideline has been prepared and attached herewith to help the students understand the application process.

*Dr. Md. Harun-or-Rashid*  
20.09.2023

(Dr. Md. Harun-or-Rashid)  
Registrar

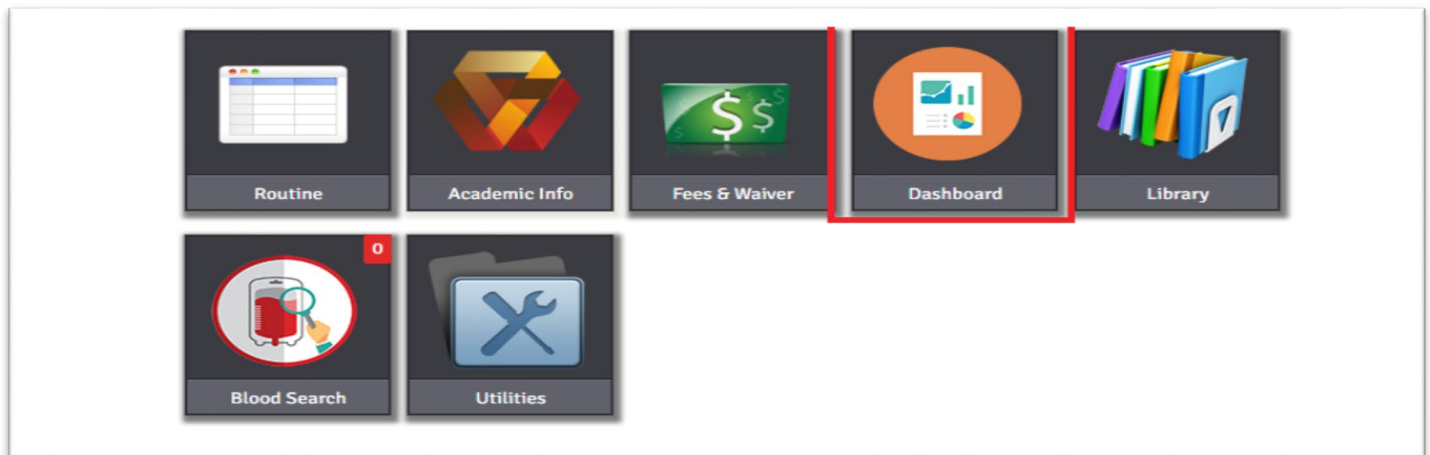
### Copy for information/necessary action to:

1. P.S. to the Vice Chancellor
2. P.A. to the Pro-Vice Chancellor
3. P.A. to the Advisor
4. Treasurer
5. Deans of all Faculties
6. Director, MBA Program
7. Controller of Examinations
8. Chairmen of all Departments
9. Joint Director, Accounts
10. Deputy Registrar, Admission
11. IT In-Charge
12. Assistant Programmer (for publishing the notice on the BUBT Website)
13. Office copy

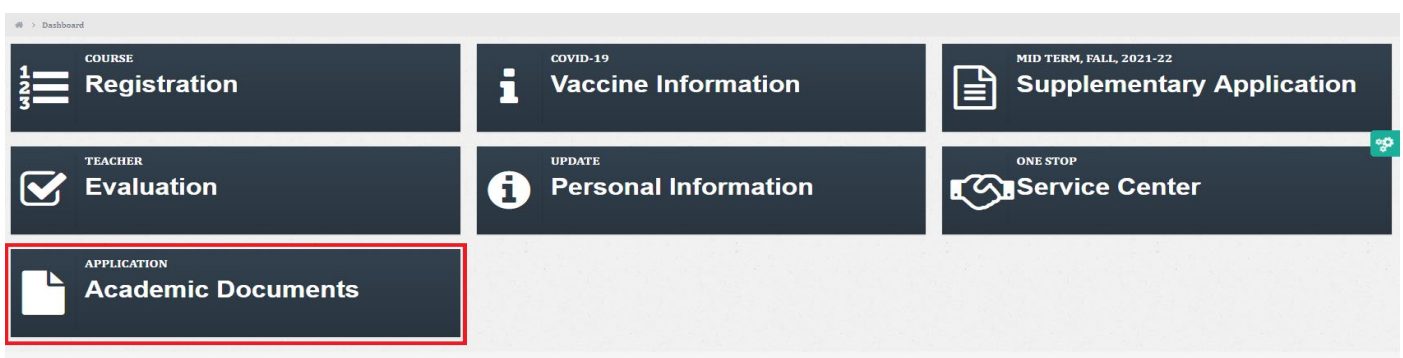
# Bangladesh University of Business and Technology (BUBT)

## Academic Documents Application System Guide

- Log in to your BUBT ANNEX account using your credentials at <https://annex.bubt.edu.bd>.
- Navigate to the "Dashboard" by clicking on the corresponding icon.



- Upon clicking the "Dashboard" icon, you will be directed to the following screen. To access the application interface for academic documents, please click on "Academic Documents."



- Upon selecting "Academic Documents," the following screen will be displayed:

- In this application form, you can select the academic documents you wish to apply for. If you are applying for a Provisional Certificate, please ensure to attach your SSC/Equivalent certificate as a supporting document.
- If you need to upload multiple documents, kindly consolidate them into a single PDF file for submission.
- To ensure effective communication and receive important SMS notifications, please provide a valid and active mobile number.
- The total application fee will be displayed after you've completed the form.
- Once you have filled out the form, click the "Apply" button to submit your application.

Academic Documents

Select Document(s) ☒ Provisional Certificate ☒ Transcript ☒ Testimonial ☐ Course Grade  
☐ Academic Progress report ☐ Medium of Instruction ☐ Migration Certificate

Supporting Document (If any)  SSC Certificate.pdf

Contact No# 01710000000

Total Amount for the Application : 1100/-

- Once you've submitted your application, you will receive an on-screen confirmation message stating "Saved Successfully...!" Additionally, a list will appear below the "Apply" button, as shown below:

Academic Documents

Select Document(s) ☐ Provisional Certificate ☐ Transcript ☐ Testimonial ☐ Course Grade  
☐ Academic Progress report ☐ Medium of Instruction ☐ Migration Certificate

Supporting Document (If any)

Contact No# 01710000000

Total Amount for the Application : 0/-

Saved Successfully...!

#	Document	Application Fee	Conts. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 675	1100 Not Paid					Confirm Payment

Showing 1 to 1 of 1 entries

Previous 1 Next

- Following the successful submission of your application, it is now necessary to make the payment for the application fee through BUBT payment gateways. You can choose between the on-campus payment option or utilize the digital payment system, such as bKash. For bKash payments, please refer to the instructions provided at the end of this document.
- After making the required payment, the next step is to confirm the payment of the application fee. To do so, simply click on the "Confirm Payment" option from the list that appears.

Showing 1 to 1 of 1 entries

#	Document	Application Fee	Contr. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 675	1100 Not Paid					Confirm Payment

Showing 1 to 1 of 1 entries

- Once you click the "Confirm Payment" button, a pop-up screen, as shown below, will appear:

Payment Method

On-Campus Payment      BKash Payment

Voucher No.      Voucher No.

Date of Payment      Date of Payment

Amount      Amount

Submit

Apply

Showing 1 to 1 of 1 entries

#	Document	Application Fee	Contr. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 675	1100 Not Paid					Confirm Payment

Showing 1 to 1 of 1 entries

- Fill-up the form according to your payment method and submit.
  - If you have paid the application fees through the On-Campus system, please choose the appropriate option or follow the relevant instructions.

Payment Method

On-Campus Payment      BKash Payment

Voucher No.      0001

Date of Payment      2023-04-30

Amount      1100

Submit

- If you have paid the application fees through bKash, please choose the appropriate option or follow the relevant instructions.

Payment Method

On-Campus Payment

BKash Payment

Transaction ID

ADO6SDRMRO

Date of Payment

2023-04-24

Amount

1100

BKash Number

bKash Number

Submit

- Please complete the form in accordance with your chosen payment method and proceed with the submission.

Academic Documents

Select Document(s)

☐ Provisional Certificate  
☐ Academic Progress report

☐ Transcript  
☐ Medium of Instruction

☐ Testimonial  
☐ Migration Certificate

☐ Course Grade

Supporting Document (If any)

Browse

Contact No#

Total Amount for the Application : 0/-

Your payment is placed to verify. You'll be known the application status via sms

Apply

Show 10 entries

Search:

#	Document	Application Fee	Contr. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 675	1100 Not Paid					Confirm Payment

Showing 1 to 1 of 1 entries

Previous 1 Next

- Please note that your application will not be processed until the payment of the application fee has been successfully completed.
- After BUBT confirms your payment, you will be able to track the status of your application.
- If any issue(s) arise from any department(s), you will be promptly informed, and details can be viewed on this screen.
- You will receive notifications about document(s) delivery via SMS.
- You can access a "Delivery Slip" on your application dashboard as shown below:

Show 10 entries

Search:

#	Document	Application Fee	Contr. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 144	1100 Completed	Cleared	Cleared	Cleared	Cleared	<div>Printed</div> <div>Delivery Slip</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

- To collect the document, it is essential that you bring both your student ID card and a printed copy of the "Delivery Slip."

Bangladesh University of Business and Technology (BUBT)		
Rupnagar R/A, Mirpur-02, Dhaka-1216.		
Application No# 675	Academic Document Delivery Slip	Student's Copy
Application For	: Provisional Certificate, Testimonial, Transcript	
Name	: Mehedi Hasan Parvez	
Program	: B.Sc. in CSE (Bi Semester)	
Intake	: 49	
ID	: 21225103198	
Contact No.	: 01710000000	
Payment Amount	: 1100 Completed	
		Delivered By

Bangladesh University of Business and Technology (BUBT)		
Rupnagar R/A, Mirpur-02, Dhaka-1216.		
Application No#675	Academic Document Delivery Slip	Office Copy
Application For	: Provisional Certificate, Testimonial, Transcript	
Name	: Mehedi Hasan Parvez	
Program	: B.Sc. in CSE (Bi Semester)	
Intake	: 49	
ID	: 21225103198	
Contact No.	: 01710000000	
Payment Amount	: 1100 Completed	
		Delivered By

If your application is declined by any department for any reason, you will receive a notification displayed on the application screen. To address and resolve the issue, please follow these steps:

Show

10

entries

Search:

#	Document	Application Fee	Contr. of Exam. Clearance	Admission Clearance	Library Clearance	Accounts Clearance	Overall Status
1	Provisional Certificate, Testimonial, Transcript Application NO# 675	<div>1100</div> <div>Completed</div>	Cleared	Cleared	<div>Denied</div> <div>A book issued from the library but not returned yet. Please contact with library and return the book for further process..</div>	Cleared	Denied

Showing 1 to 1 of 1 entries

Previous

1

Next


- Review the Notification**: Carefully read and understand the notification provided on the application screen to ascertain the reason for the decline.
- Gather Necessary Documents**: Identify the specific documents or information that may be required to address the issue. Ensure you have these documents readily available for submission.
- Contact the Corresponding Department**: Reach out to the department that has declined your application. Contact information for the department should be provided in the notification or on the application system.




4. **Submit Necessary Documents:** Provide the necessary documents or information as requested by the department to address the issue. Ensure that your submission is complete and accurate.
5. **Follow-Up:** If necessary, follow up with the department to inquire about the status of your application review. Be responsive to any additional requests or communication from the department.
6. **Application Reopening:** Once the department is satisfied with the provided documents or information, they may reopen your application for further processing.
7. **Monitor Your Application:** Continue to monitor the status of your application through the application system to ensure that it progresses as expected.

By following these steps and maintaining open communication with the corresponding department, you can work to resolve any issues that led to the initial decline of your application.

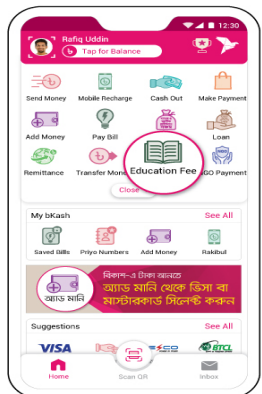
To make a payment through bKash, follow these steps:



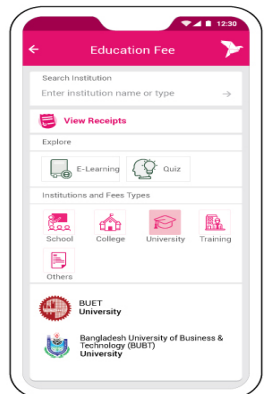
## How to Pay Fee of Bangladesh University of Business & Technology (BUBT) with bKash



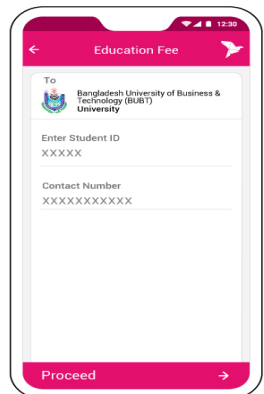
**Pay with bKash App**



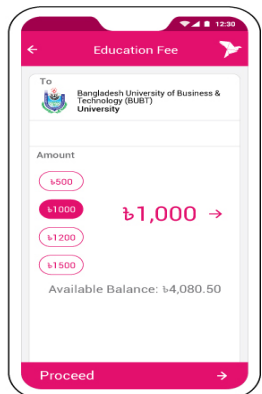
Tap **See More** and select **Education Fee** from the bKash App home screen



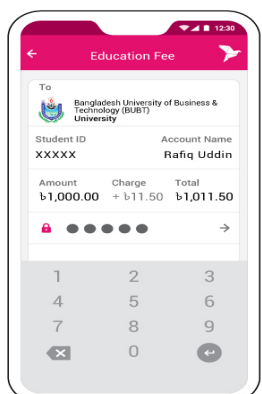
Tap 'University' and select **Bangladesh University of Business & Technology (BUBT)**



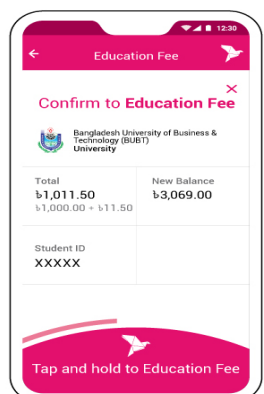
Enter student ID number



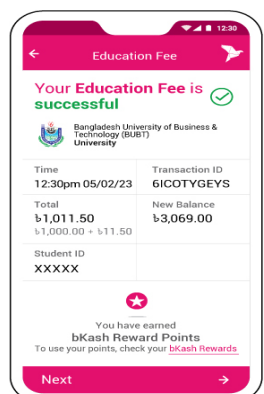
Enter the fee amount



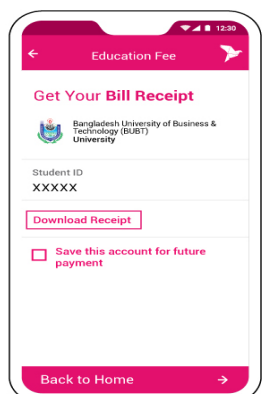
Enter your bKash PIN



Tap and hold to **Education Fee**



You will get a confirmation once the transaction is completed



You can view the digital bill receipt & save account for future payment

16247 | bKash.com
\*Condition Applied
bKash, a BRAC Bank Company