



Notre Dame University Bangladesh

How to apply for Undergraduate and Graduate programs

Step-by-step guide for prospective students

Application Process at a Glance

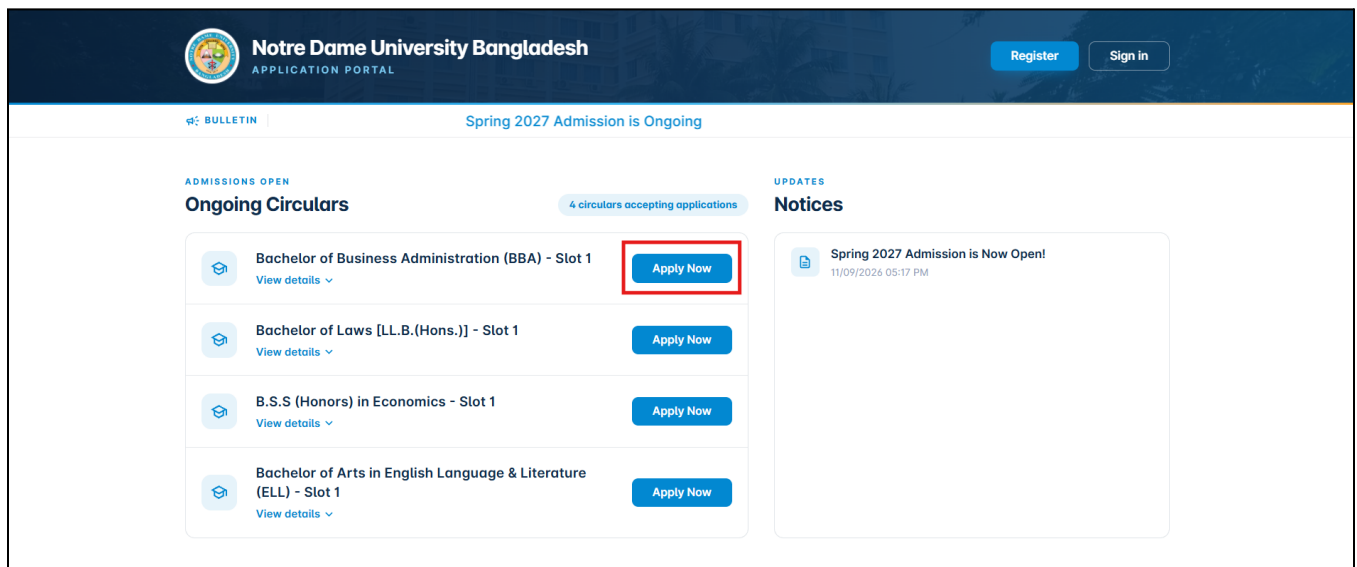
- Open the Notre Dame University Bangladesh admission portal.
- Select the relevant admission circular and click Apply.
- Create an account using a phone number and password, then accept the Terms and Privacy Policy.
- Verify the account with the OTP sent to the registered phone.
- Complete the application information.
- Upload the required photo and signature.
- Submit the application.
- Once payment is complete, you will receive a confirmation message via SMS and email. You can download your admit card directly from the portal, or check your email for a copy.

Step 1. Open the Admission Portal

Open the admission portal in a web browser:

<https://admission.ndub.edu.bd/>

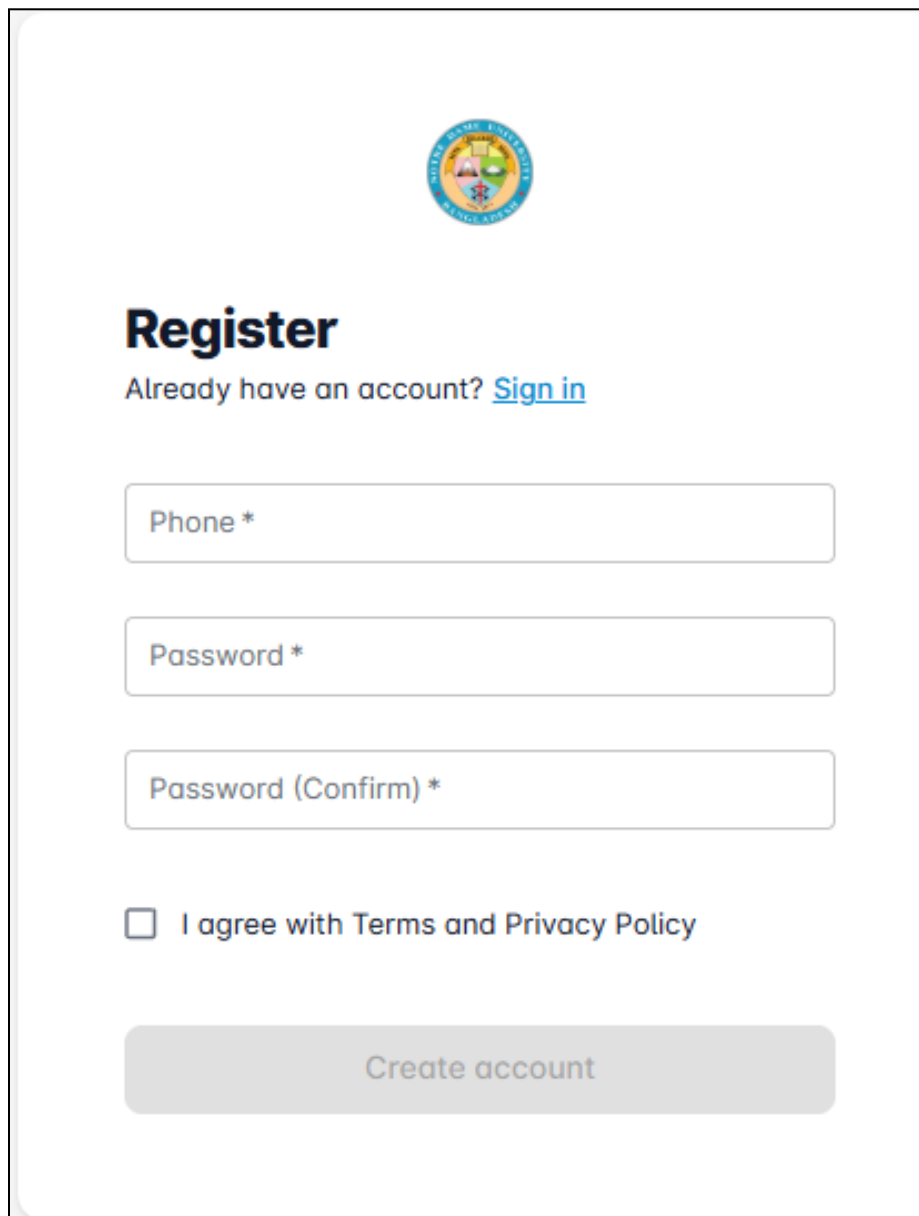
The reference screenshot shows the Notre Dame University Bangladesh admission page with an ongoing admission circular and an Apply button.



- Review the relevant ongoing admission circular.
- Click the Apply button for the circular you want to apply for.

Step 2. Create Your Account

After clicking Apply, the portal redirects to the registration page.



The registration form is displayed within a white rectangular frame. At the top center is the Notre Dame University Bangladesh logo, a circular emblem with a blue border containing the text 'NOTRE DAME UNIVERSITY' and 'BANGLADESH'. Below the logo, the word 'Register' is written in a large, bold, dark blue font. Underneath 'Register' is the text 'Already have an account? [Sign in](#)' in a smaller, dark blue font. The form contains three input fields: 'Phone *', 'Password *', and 'Password (Confirm) *', each with a light gray border and placeholder text. Below these fields is a checkbox with the text 'I agree with Terms and Privacy Policy'. At the bottom of the form is a wide, rounded rectangular button with a light gray background and the text 'Create account' in a medium gray font.

Complete the registration form with the following information:

- Phone
- Password
- Password (Confirm)
- Tick the checkbox confirming that you agree with the Terms and Privacy Policy.
- Click Create account.

Important: Use a phone number that you can access because the next stage requires OTP verification.

Step 3. Verify Your Phone Number with OTP

After account registration, the portal displays the OTP Verify page.

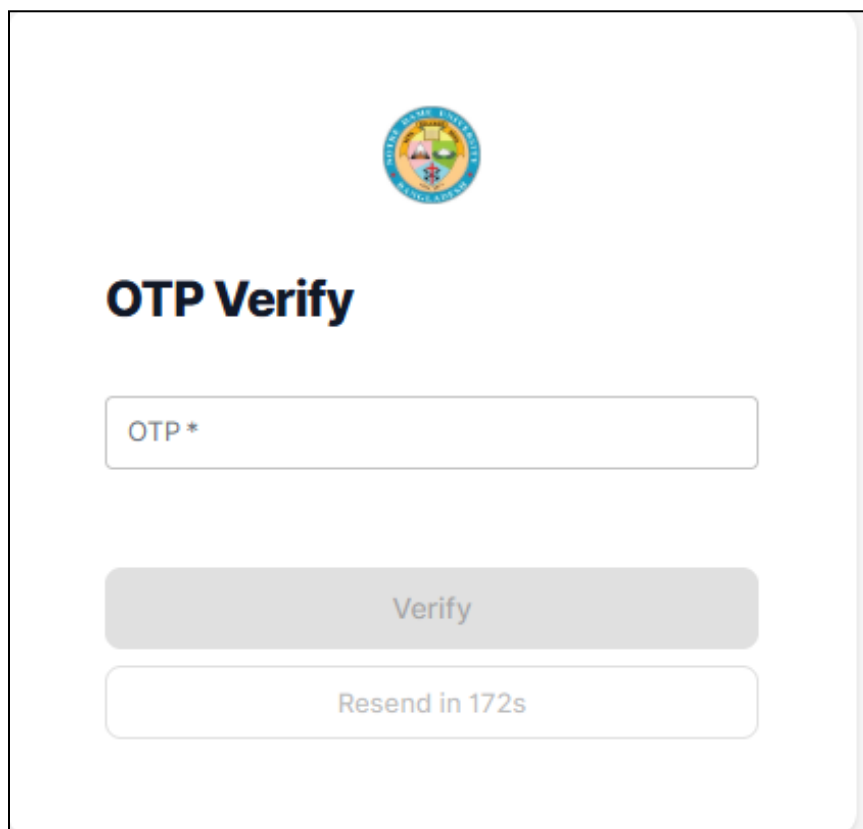
The screenshot shows a web page for OTP verification. At the top center is the Notre Dame University Bangladesh logo, a circular emblem with a cross and other symbols. Below the logo, the text "OTP Verify" is displayed in a large, bold, dark blue font. Underneath this, there is a white rectangular input field with the placeholder text "OTP *". Below the input field is a grey rectangular button with the word "Verify" in white text. At the bottom of the form is a white rectangular button with the text "Resend in 172s" in a lighter grey font.

Figure 3. OTP verification and subsequent application-information screen shown in the reference.

Enter the OTP received on your registered phone number and click Verify.

- If the OTP is not received, use the Resend option shown on the verification screen when available.

Important: The reference screenshot shows a resend countdown. Wait until the resend option becomes available if required.

Step 4. Complete the Application Information

After successful OTP verification, the portal redirects to the application information form.

Smart Campus (NDUB)

Apply
Ongoing Circular / BBA Admission Circular... / Apply

Profile: Not Completed
Applied Applications: 0
Hotline: +8801708-661555
Email: admissions@ndub.edu.bd

Spring 2027 admission is going on.

Applying **BBA Admission Circular, Spring 2027**

Personal Information

Name *

Religion * Gender *

Date of Birth * Blood Group *

Marital Status * Nationality *
Bangladeshi

NID No Birth Certificate No *

Email * Phone No *

Phone number is required

Parental Information

Father's Name * Father's Phone No. *

Father's Occupation * Father's NID No. *

Mother's Name * Mother's Phone No.

Permanent Address

☐ Same as present address

Address * District *

Upazila * Post Office/Code *

Address Preview:

Local Guardian Information (If Applicable)

Guardian's Name Guardian's Phone No.

Guardian's NID No. Relationship with Local Guardian *

Emergency Contact Information

Contact Person Name * Contact Person Phone No. *

Previous ← Next →

The reference screen shows sections including:

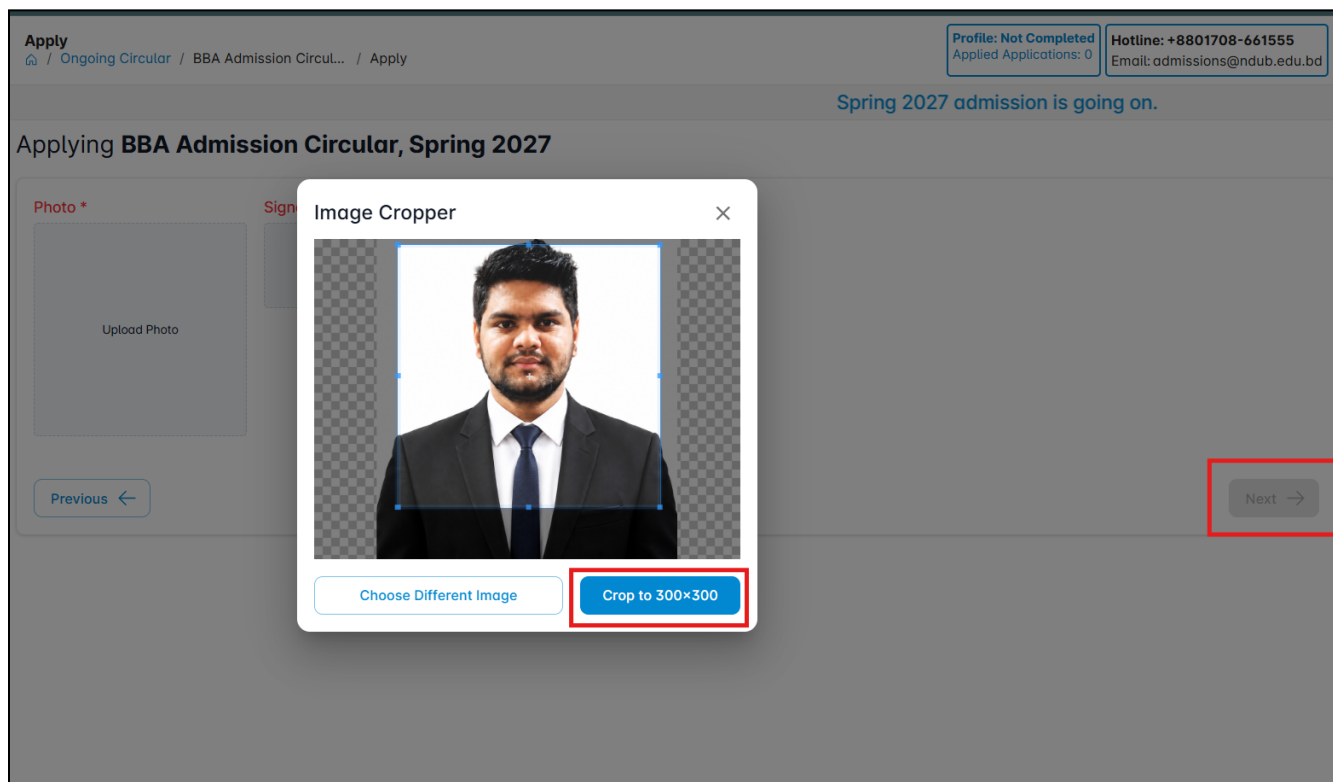
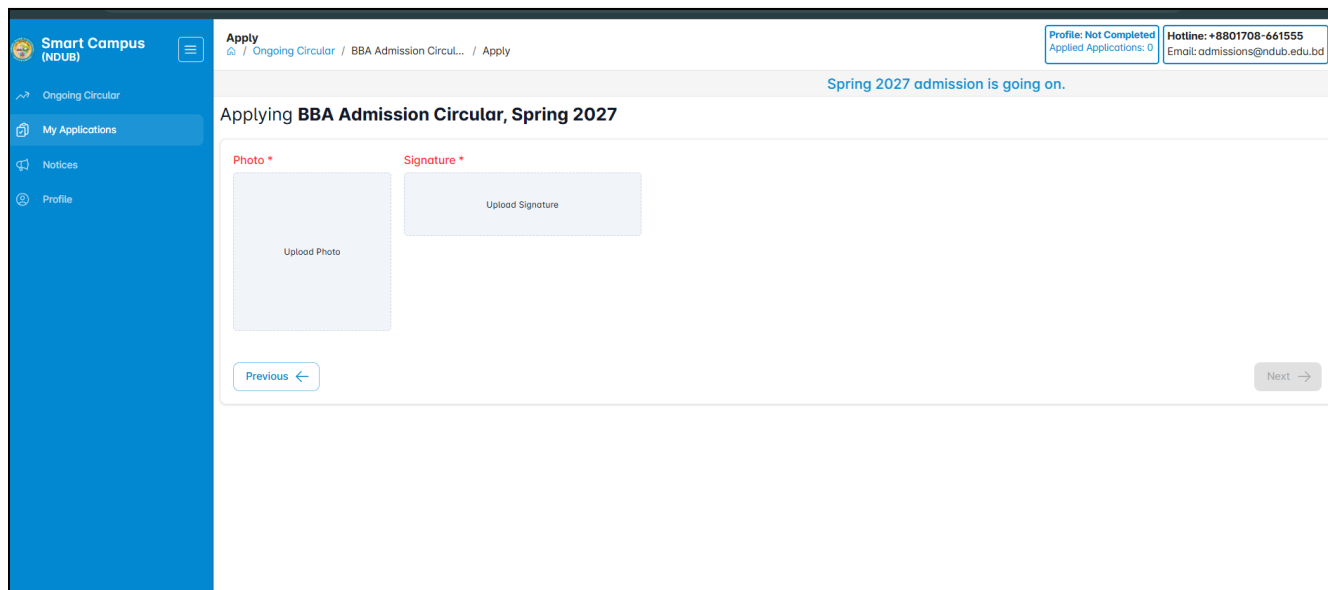
- Personal Information
- Parental Information
- Academic Information

Enter the information requested in each section carefully. The exact fields visible in the reference include personal details, parent/guardian details, and SSC/HSC academic information.

Important: Review the information before moving to the next stage. The supplied reference does not specify field-by-field validation rules, so follow the labels and required-field indicators shown by the portal.

Step 5. Upload Photo and Signature

After completing the application information, upload the required photo and signature using the options provided by the portal.



- Select the appropriate photo file and crop the photo as needed and upload it.
- Select the appropriate signature file and crop the signature as needed and upload it.
- Confirm that both uploads appear correctly before submitting.
- After uploading your photo and signature, click 'Next' to proceed to the next step.

The supplied reference states that, after the photo and signature are uploaded, the portal provides the option to submit the application.

Step 6. Submit the Application

Once all required information and uploads are complete:

Apply
🏠 / [Ongoing Circular](#) / Circular for testing all... / Apply

Profile: Not Completed
Applied Applications: 0

Hotline: +8801708-661555
Email: admissions@ndub.edu.bd

Results

Exam Name	: SSC	Exam Name	: HSC
Institute	: GIC School	Institute	: GIC College
Roll	: 873258	Roll	: 873269
Registration	: 8734184893	Registration	: 8769405664
Passing Year	: 2022	Passing Year	: 2024
Board	: Sylhet	Board	: Comilla
Group	: Science	Group	: Science
GPA	: 3.25	GPA	: 3.50

Subject	Grade	Subject	Grade
English	A	Mathematics	A
Bangla	B	Physics	A+
Mathematics	A	Chemistry	B

Signature


I hereby acknowledge that, all the information provided above is true and accurate to the best of my knowledge. I understand that, any false information may cause in the rejection of my application or cancellation of admission.

☒ I acknowledge that, all information provided is true and accurate[← Previous](#)**Submit Application** ✓

- Review the application information.
- Confirm that the photo and signature have been uploaded.
- Select the checkbox to acknowledge that all information provided is true and accurate, then click 'Submit

Step 7. Payment

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→ Ongoing Circular

My Applications

Notices

Profile

My Applications

Spring 2027 admission is going on.

SL	Circular	Applicant ID	Application Date	Amount (Tk.)	Payment Status	Actions
1	BBA Admission Circular, Spring 2027 Slot 1	2731BB0002	09/09/2026 02:34 PM	500	Pending	Pay Now

- Click on My application
- Click Pay Now
- Pay the application fee using Payment Gateway
- Student will receive a confirmation message via SMS and email

Step 8. Admit Card

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→ Ongoing Circular

My Applications

Notices

Profile

My Applications

Spring 2027 admission is going on.

SL	Circular	Applicant ID	Application Date	Amount (Tk.)	Payment Status	Actions
1	CSE Admission Circular, Spring 2027 Slot 1	2731CS0005	08/09/2026 11:21 AM	1000	Paid	Admit Card

- Admit card will be available to download after payment and emailed directly to inbox

Step 9. Update Profile

The reference shows that the profile can be edited from the profile view.

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Profile

Profile: Completed
Applied Applications: 1

Hotline: +8801708-661555
Email: admissions@ndub.edu.bd

Spring 2027 admission is going on.

John Doe
Email: johndoe@gmail.com
Phone: 017xxxxxxx
Applied: 1

Profile Completed

Update Academic Info

View Full Profile

Change Password

- Open the Profile section.
- Click on 'Update Academic Info'.

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Update Academic Subject

Profile / Academic Info

Profile: Completed
Applied Applications: 1

Hotline: +8801708-661555
Email: admissions@ndub.edu.bd

Spring 2027 admission is going on.

SSC

Subject Name	Subject Grade
Mathematics	A
English	A
Bangla	B

Add Another Subject

HSC

Subject Name	Subject Grade
Chemistry	B
Mathematics	A
Physics	A+

Add Another Subject

Previous

Update

N.B: To apply for a different circular after submitting an application, please add the required subjects for that application by selecting 'Add New Subject'

- Add another subject when required using Add Another Subject.
- Update the necessary information.
- Click the Update button to save the changes.