

**University of Dhaka**  
**Department of Accounting & Information Systems**  
**Guidelines for Admission into Master of Accountancy in Taxation (MAT) Program**  
**(Batch 3, Academic Session: July-December 2018)**

Graduate students who are primarily selected for admission into the Master of Accountancy in Taxation Program for the July-December (2018) Semester will observe the following guidelines:

Step 1. Please collect two different Pay Slips from the Program Office for payment of your fees for admission purpose. One Pay Slip which is labeled with Bank A/C#DU-Master of Accountancy in Taxation (A/C#4405702000064) shall be used for payment of the following specific fees:

Sl.No.	Description of Payments	Amount in Taka
1	Admission Fee (Once in time of admission)	10,000
2	Semester Fee (Per Semester)	8,000
3	Course Fee (Per Credit)	4,000

Note that a course unit is of 3-credits and thus the course fee per course unit is therefore Taka 12,000. Students are advised to register for a minimum of two (02) courses but not more than four (04) courses in a semester. It is therefore evident that a student planning to take, for example, four courses in the first semester shall deposit a sum of Tk. 66,000 to the specified bank account. On the other hand, if a student is planning for two (02) courses in the first semester, he/she will deposit a sum of Tk. 42,000. The other Pay Slip which is labeled with Bank A/C#AIS-Master of Accountancy in Taxation (A/C#4405702000975) will be used for payment of the following fees:

Sl#	Description of Payments	Amount in Taka
1	Computer Lab Fee	5,000
2	University Registration Fee	2,000
3	ID Card & Library Card Fee	500
4	Residential Hall Fee	500
5	Student Advising Fee	500
6	Waiver Application Fee (Per Course)	300

A student seeking admission into the MAT program is thus required to deposit a minimum of Tk. 50,500 (i.e., Tk. 42,000 plus Tk. 8500) in the first semester.

Step 2. After depositing the above-mentioned fees to respective bank accounts, please return the copy of Pay Slips reserved for the Department to the Program Office, collect an official 'Application Form for Admission' and a Registration Card, fill-in the documents and submit the filled-in documents to the Program Office. Note that male and female students will fill-in separate Application Forms for Admission.

Step 3. Students will submit the duly filled-in Application Form and Registration Card together with the following supporting documents to the Program Office on or before 31 March 2018.

1. Color Photographs (5 Copies; Passport Size).
2. Attested Copies of all Academic Certificates and Transcripts/Mark Sheets (Two copies).
3. A No Objection Certificate (NOC) from your Employer (applicable for students who are employed in corporate businesses or elsewhere).
4. Income Certificate (Self/Parent/Legal Guardian).
5. Migration Certificate (Applicable for Graduates from Universities/Institutions other than University of Dhaka).
6. Evidences supporting your previous employments.

**Attention:**

Graduates of the University of Dhaka are required to submit photocopy of their registration cards. Graduates of universities/institutions other than the University of Dhaka shall obtain migration certificates from their concerned universities. You are required to submit the migration certificate by 30 June 2018. A failure to submit this document will render your admission to be automatically cancelled.

**Important Dates and Times:**

1. Timeline for Application: 25 May 2018 to 31 May 2018.
2. Deadline for submission of application: 31 May 2018.
3. Course Advising: 02:00-5:00PM, 1 & 2 June 2018.
4. Inception Program: 11:00AM, 30 June 2018 (Venue: Conference Hall, Faculty of Business Studies).
5. Office Hours: 10:00PM-6:00PM (Ramadan). Otherwise 10:00AM-9:00PM on Fridays/Saturdays and 2:00PM-9:00PM (Other weekdays).
6. For further details, contact the Program Office at +88 017 7867 4425 or write us at mat@du.ac.bd.