



جامعة السلطان الشريف علي الإسلامية
UNIVERSITI ISLAM SULTAN SHARIF ALI
SULTAN SHARIF ALI ISLAMIC UNIVERSITY

ONLINE ADMISSION REGISTRATION GUIDELINE

2019 / 2020

WHAT TO DO NEXT?

Once you have accepted your offer, next step you are **REQUIRED** to **COMPLETE MY PROFILE** in your Student Portal Account and **REGISTER FOR ADMISSION** through Student Portal. Below is the online admission registration guide. Please note that your Student Portal account will be active on the **8th July 2019**.

STEP 1 – LOGON TO STUDENT PORTAL

- Log onto the student portal via www.unissa.edu.bn/studentportal using your **STUDENT NUMBER** as **USERNAME** and your **IDENTITY CARD NO.** as **PASSWORD**.
- You can get the STUDENT NUMBER as per written in the offer letter or contact Admission office.

STEP 2 – COMPLETE MY PROFILE

- Go to MY PROFILE and click EDIT PROFILE. Complete the entire field which is asterisk (*). Once you have done complete all the field clicks the UPDATE PROFILE button.
- **Profile Picture NOTE:** Please upload passport size photo (Blue background) with a minimum 531 x 413 pixel (4.5 x 3.5 cm). This photo will be used for your student ID Card as well.

**Please note that you would not be able to apply or register other services if your profile is not completed.*

STEP 3 – ADMISSION REGISTRATION

- Go to MY HOMEPAGE and click on the **A1 – Admission Registration** from the form section of your homepage.
- By default your personal details are already filled, all you need is check the box that you clarify all your details is correct and click REGISTER button.
- **BY COMPLETING THE ADMISSION REGISTRATION FORM** you are now **OFFICIALLY REGISTERED** with the university.



STUDENT PORTAL

WHAT HAPPEN NEXT

All students are **REQUIRED** to register for **STUDENT ID CARD** and **LIBRARY** through the student portal. Below are the online Student ID Card and Library registration guide.

STEP 1 – LOGON TO STUDENT PORTAL

STEP 2 - STUDENT ID CARD REGISTRATION

- Go to MY HOMEPAGE and click on the **TM1 – Student ID Card Registration** from the form section of your homepage.
- By default your personal details are already filled, all you need is check the box that you clarify all your details is correct and click REGISTER button.

STEP 3 - LIBRARY REGISTRATION

- Go to MY HOMEPAGE and click on the **L1 – Library Registration** from the form section of your homepage.
- By default your personal details are already filled, all you need is check the box that you clarify all your details is correct and click REGISTER button.

OTHER SERVICES

ALLOWANCES

Scholarship student who wish to apply for the educational allowance their can do so by completing the **F1 Allowance Application** Form from the form section of your homepage through the student portal. Students are advice to apply before the semester starts. Below is the online allowance application guide

STEP 1 – LOGON TO STUDENT PORTAL

STEP 2 - ALLOWANCE APPLICATION

- Go to MY HOMEPAGE and click on the **F1 Allowance Application** from the form section of your homepage.
- By default your personal details are already filled, all you need is to complete the **Bank Details** and check the box that you clarify all your details is correct and click APPLY button.

HOSTEL

Student who wish to stay in the hostel are required to complete the **SA1 – Hostel Application** Form from the form section of your homepage through the student portal. ***Please note that PRIORITY is given to INTERNATIONAL STUDENT and those STUDENTS COMING FROM FURTHEST AWAY.*** Students are advice to apply before the semester starts. Below is the online hostel registration guide.

STEP 1 – LOGON TO STUDENT PORTAL

STEP 2 – COMPLETE THE HOSTEL APPLICATION

- Go to MY HOMEPAGE and click on the **SA1 – Hostel Application** from the form section of your homepage.
- By default your personal details are already filled, all you need is to give reason why do you want to apply then check the box that you clarify all your details is correct and click APPLY button.