

# Online Final Registration Guidelines for Probation Students

## SUMMER 2024-2025

### **Probation students can apply online for Final registration according to the Final registration schedule.**

1. As a probation student, you are unable to confirm final registration without the probation department's consent. Apply first for Final Registration from your portal. Follow the following steps:
2. [Step 1](#): Log in to AIUB Portal (<https://portal.aiub.edu>) for online final registration.
3. [Step 2](#): Click on the “Go to Registration” button.
4. [Step 3](#): Click on the “Apply here” button, you must wait for the approval of the probation department
5. [Step 4](#): You must wait for the probation department's clearance if the application was submitted successfully
6. [Step 5](#): The “next” button will appear if your application is accepted. Go and meet your respected advisors to confirm the Final Registration
7. [Step 5](#): If your application is denied, you will see instructions from the Office of Probation and follow the instructions accordingly.

**Probation students cannot confirm their final registration by themselves, their registration will be confirmed with the help of their department's below-mentioned advisors**

### **Only for Probation Students**

The following schedule and venues will be allocated for on-campus registration in the presence of the following Faculty Members (Advisors)

**Date: JULY 03, 2025 – JULY 09, 2025**

**Time: 10 AM – 4 PM**

Dept.	Name of the Advisor	Room No	Email
EEE, CoE & IPE	Sadia Yasmin	9308K	<a href="mailto:sadia@aiub.edu">sadia@aiub.edu</a>
Architecture	M. Arefeen Ibrahim	42D03	<a href="mailto:arefeen@aiub.edu">arefeen@aiub.edu</a>
CS	Mr. Sharfuddin Mahmood	DNGA12	<a href="mailto:smahmood@aiub.edu">smahmood@aiub.edu</a>
	Tofayet Sultan	DE0701I	<a href="mailto:tofayet@aiub.edu">tofayet@aiub.edu</a>
	Samiha Islam Abrita	DN0621	<a href="mailto:abrita@aiub.edu">abrita@aiub.edu</a>
BBA	Mr. Siam Mohammad	42A01	<a href="mailto:siam.mohammad@aiub.edu">siam.mohammad@aiub.edu</a>
	Quazi Nur Alam	42C14	<a href="mailto:nur.alam@aiub.edu">nur.alam@aiub.edu</a>
MBA & EMBA	Dr. Partha Prasad Chowdhury	42A09	<a href="mailto:partha.p@aiub.edu">partha.p@aiub.edu</a>
Economics	Dr. Faria Sultana	41C13	<a href="mailto:farias@aiub.edu">farias@aiub.edu</a>
English	Md. Hamidul Haque	41A03	<a href="mailto:hamidhaq@aiub.edu">hamidhaq@aiub.edu</a>
MMC	Rani Ellen V. Ramos	41B16	<a href="mailto:rani.ramos@aiub.edu">rani.ramos@aiub.edu</a>

**Note: If anyone fails to complete and confirm the registration within the published schedule, a late registration fine will be applicable.**

#### Office of Probation

Registrar Building (Annex-8)

Tel: +88 02 8414046-9; +88 02 8414050, Ext: 254, 245

Email: [probation@aiub.edu](mailto:probation@aiub.edu), Hotline: 01844115008