

# Pre-registration (Undergraduate)

## Spring 2025–2026

### Online Pre-registration Schedule

(By students themselves)

Students must login to AIUB Portal (<https://portal.aiub.edu>) for online pre-registration

Students can confirm their pre-registration procedure according to the following schedule:

#### **Undergraduate**

(Online pre-registration will be open for 24 Hours)

Date	Student I.D. Number
Dec 13 (4 PM) to Dec 14 (4 PM)	ALL up to 22-****-3
Dec 14 (4 PM) to Dec 15 (4 PM)	23-****-1 to 23-****-2
Dec 15 (4 PM) to Dec 17 (4 PM)	23-****-3 to 24-****-1
Dec 17 (4 PM) to Dec 18 (4 PM)	24-****-2 to 24-****-3
Dec 18 (4 PM) to Dec 21 (4 PM)	25-****-1 to 25-****-3
Dec 21 (4 PM) to Dec 22 (4 PM)	Free Slot

### Only for problematic/complicated cases

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

**Date: Dec 14 – Dec 22, 2025**

**[Except weekly holidays (Friday & Saturday) & Govt Holidays]**

**Time: 10 AM – 4 PM**

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|-------------------------|--|
| • Architecture          | – Concerned Faculty Member (Level 2) Annex 4 |
| • BA/BSS/LLB            | – Concerned Faculty Member (Level 1) Annex 4 |
| • BBA                   | – Room # 2201 (Level 2) Annex 2              |
| • Engineering           | – Computer Lab, Level 2, Building D          |
| • Science               | – Computer Lab, Level 2, Building D          |
| • Probationary Students | – Concerned Departments                      |

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|------------------------------|---|
| • For Technical difficulties | – VUES, (Level 1) Building D  |
| • BA/BSS/LLB                 | – Dr. Tazul Islam (Level 1) Annex 4<br>All Department Advisor / Heads, FASS (Level 1) Annex 4   |
| • BBA                        | – Dr. Rezbin Nahar (Level 2) Annex 4<br>All Department Heads, FBA (Level 2) Annex 4   |
| • Architecture               | – Mr. Arefeen Ibrahim, (Level 2) Annex 4  |
| • Engineering                | – Dr. Md. Saniat Rahman Zishan, Mr. Nafiz Ahmed Chisty [EEE], Dr. Chowdhury Akram Hossain [COE], Dr. Md. Ehasanul Haque [IPE], (Level 1) Building D |
| • Science                    | – Dr. Debajyoti Karmaker, Dr. Abdullah Al Zubair (Level 2) Building D   |
| • B. Pharma / Biochemistry   | – Prof. Dr. Siddiqui Islam (Head In-Charge, Dept of Pharmacy), Concerned Faculty Ms. Rabeya (Biochemistry), D Building                              |
| • Special Cases              | – Mr. Khurshed Alam, Registrar Building (Time: 10 AM – 4 PM)  |

Md. Khurshed Alam,  
Additional Registrar

American International University-Bangladesh

# Pre-registration (Graduate)

## Spring 2025–2026

### Online Pre-registration Schedule

**(By students themselves)**

Students must login to AIUB Portal (<https://portal.aiub.edu>) for online pre-registration

Students can confirm their pre-registration procedure according to the following schedule:

**MBA, EMBA, MSCS, MTEL, MPH, MDS, MEEE, LLM**

(Online pre-registration will be open for 24 Hours)

Date	Student ID Number
Dec 13 (4 PM) to Dec 14 (4 PM)	ALL up to 22-9****-3
Dec 14 (4 PM) to Dec 15 (4 PM)	23-9****-1 to 23-9****-2
Dec 15 (4 PM) to Dec 17 (4 PM)	23-9****-3 to 24-9****-1
Dec 17 (4 PM) to Dec 18 (4 PM)	24-9****-2 to 24-9****-3
Dec 18 (4 PM) to Dec 21 (4 PM)	25-9****-1 to 25-9****-3
Dec 21 (4 PM) to Dec 22 (4 PM)	Free Slot

### Only for problematic/complicated cases

The following schedule and venues will be allocated for on campus pre-registration in presence of Faculty members

**Date: Dec 14 – Dec 22, 2025**

**[Except weekly holidays (Friday & Saturday) & Govt Holidays]**

**Time: 7:30 PM – 9:30 PM**

**Concerned Department Advisor / Heads/ Coordinators Annex 1 & 4**

- For Technical difficulties – VUES, (Level 1) Building D
- MBA/ EMBA – Dr. Mohammad Faridul Alam (Level 1) Annex 1  
Dr. Partha Prasad Chowdhury (Level 2) Annex 4
- MSCS – Dr. Tabin Hasan (Level 1) Annex 1
- MTEL / MEEE – Dr. Mohammad Nasir Uddin (Level 1) Annex 1
- MPH / MDS – Dr. Muhammad Wasiful Alam (Level 1) Annex 1, Dr. Faria Sultana, (Level 1) Annex 4
- LLM – Dr. Robayet Ferdous Syed, (Level 1) Annex 4
- Probationary Student – Concerned Departments
- Special Cases – Mr. Khurshed Alam, Registrar Building (Time 10am- 4pm)

Md. Khurshed Alam  
Additional Registrar  
American International University-Bangladesh