



# New Student Information System

## User Manual

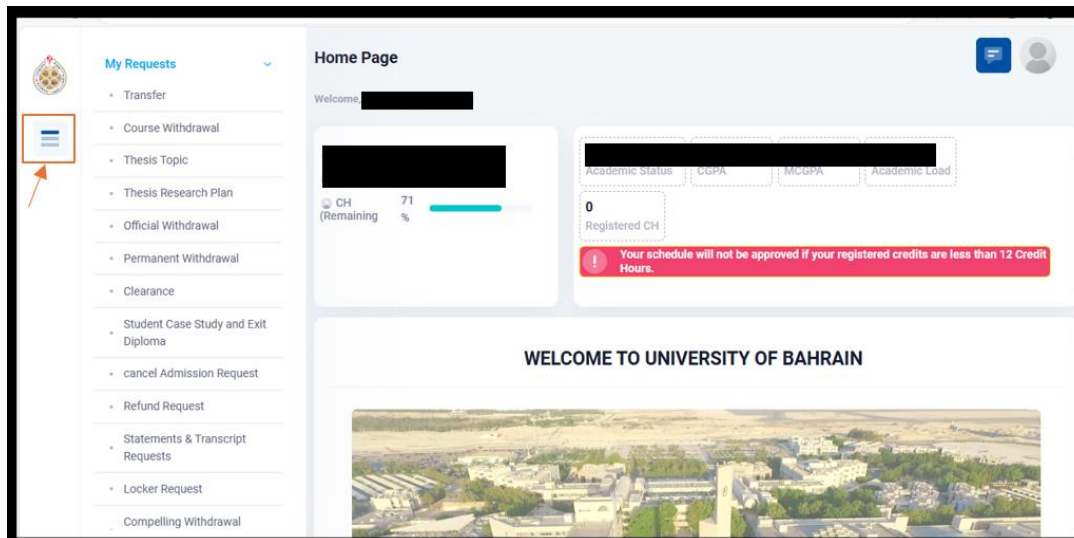
User Account: Student  
Request: Student Case Study

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## Request overview:

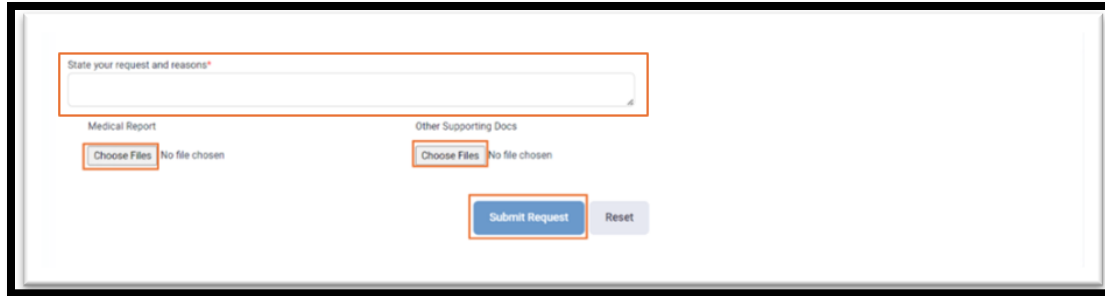
The Student Information System enables both undergraduate and postgraduate students to submit a **Student Case Study Request** related to their recent dismissal from the University. The request is processed through the University's official channels and committees. The final decision regarding re-enrollment will be communicated to the student. Supporting documents must be attached to substantiate the case.

## Steps to create the request:



### 1. Accessing the Service:

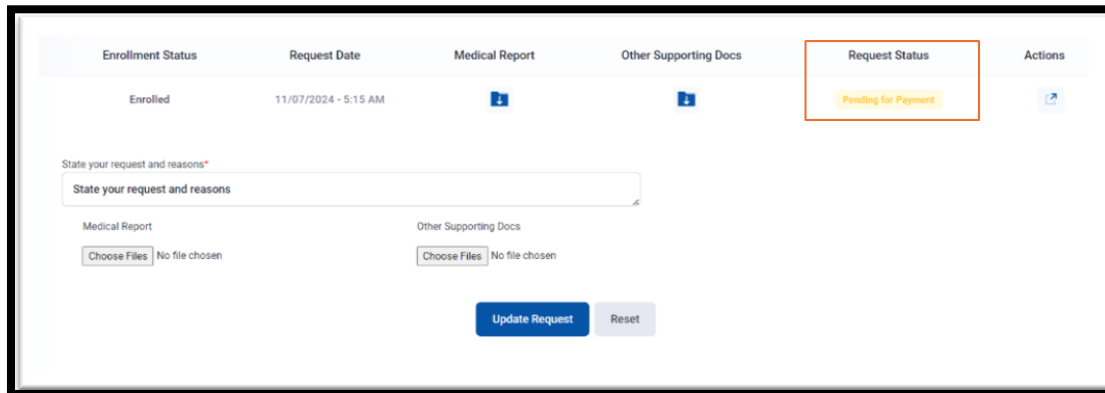
- Navigate to the home page of the Student Information System.
- Click on the menu icon located on the left side of the page to display the main menu.
- Select "My Requests" from the menu options.
- Click on "Student Case study and Exit Diploma."






The screenshot shows a web form for submitting a request. At the top, there is a text input field labeled "State your request and reasons\*". Below this, there are two file upload sections: "Medical Report" and "Other Supporting Docs". Each section has a "Choose Files" button and the text "No file chosen". At the bottom of the form, there are two buttons: "Submit Request" and "Reset".

## 2. Submitting the Request:

- In the request form, write a detailed explanation of your request and the reasons behind it.
- Upload the necessary documents, such as a medical report, by clicking on "Choose File."
- After attaching all relevant documents, click on "Submit Request."

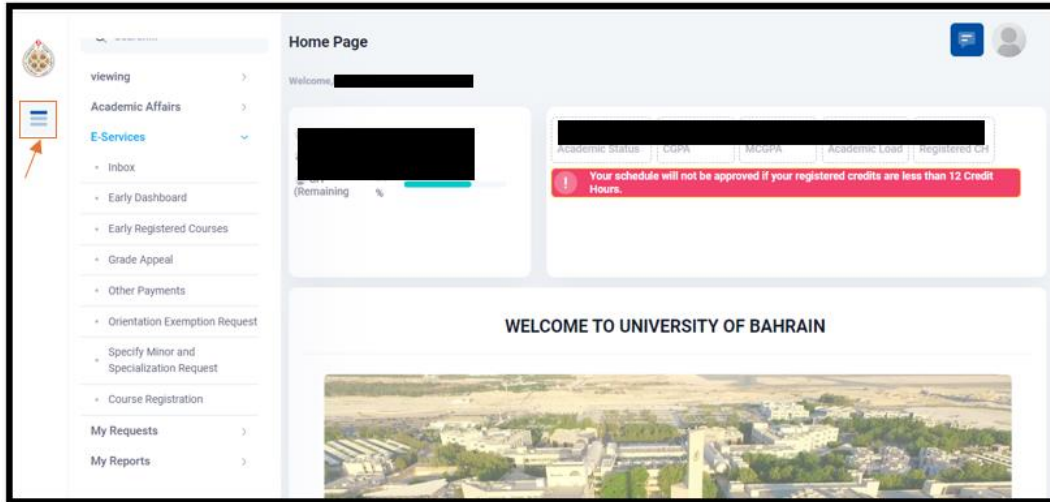


The screenshot shows a table with request details and a form below it. The table has columns for Enrollment Status, Request Date, Medical Report, Other Supporting Docs, Request Status, and Actions. The Request Status is highlighted in yellow and labeled "Pending for Payment". Below the table, there is a form with a text input field labeled "State your request and reasons\*", two file upload sections for "Medical Report" and "Other Supporting Docs", and two buttons: "Update Request" and "Reset".

| Enrollment Status | Request Date         | Medical Report  | Other Supporting Docs   | Request Status      | Actions   |
|-------------------|----------------------|---|---|---------------------|---|
| Enrolled          | 11/07/2024 - 5:15 AM |  |  | Pending for Payment |  |

## 3. Updating the Request (if necessary):

- If you need to update your request before making a payment, click on "Actions."
- Make the necessary updates, and then click on "Update Request."
- You can also track the status of your request on the same page by selecting "Request Status."



#### 4. Processing the Payment:

- Go to the "E-Services" menu and select "Other Payment."

| Academic year/ Semester       | Fee Item                   | Amount    | Remain    | Paid Amount | Notes | actions |
|-------------------------------|----------------------------|-----------|-----------|-------------|-------|---------|
| 2020/2021<br>Semester: First  | Books fees                 | 72.000 BD | 0.000 BD  | 72.000 BD   | --    |         |
| 2023/2024<br>Semester: Second | Study Student Case         | 30.000 BD | 30.000 BD | 0.000 BD    | --    | Pay     |
| 2023/2024<br>Semester: Summer | Summer Administration fees | 50.000 BD | 0.000 BD  | 50.000 BD   | --    |         |

- A list of payment options will appear. Click on "Pay" and complete the payment process. Ensure that the fee item selected is "Study Student Case."

