



Posting Date: 28 March/2022  
Valid Till: 03/April/2022



## Notice for FBA Students Pre-registration: Summer 2021–22 Faculty of Business Administration [BBA, MBA & EMBA Program]

### Pre-registration Procedure

- All students of BBA, MBA, EMBA must login to AIUB Portal for online Pre-registration and follow the registration procedure and schedule according to the following notice at: <https://www.aiub.edu/pre-registration-flowchart-and-proposed-exam-schedule-of-summer-2021-22>
- If the students face any difficulty (e.g., can't find courses, sections are full, want to request for courses, etc..) during online Pre-registration for both, **Internship Pre-registration and regular coursework Pre-registration**, in Summer **2021-2022** Semester, they are instructed to go to the following link and fill up the Pre-registration request form: <https://forms.office.com/r/ftLD68pf01>
- **To submit Pre-registration request form, follow the steps bellow:**
  - Students MUST Login to their respective Microsoft Account ([XX-XXXXX-X@student.aiub.edu](mailto:XX-XXXXX-X@student.aiub.edu)).
  - Fill up the following form (form link): <https://forms.office.com/r/ftLD68pf01>
  - After submitting the form, **students MUST wait for at least 24 hours** as it takes time for the advisors to process and execute all the Pre-registration requests.
  - Probation students can also submit their **pre-registration** request. But the confirmation of their Pre-registration may be subject to the approval of respective advisor/ head/ director.
  - In case of any unsolved Pre-registration issues after expiring the **mentioned 24 hours**, BBA Students can come to **Room # 2203 Annex-2 Level-2**, within the **on-campus registration time (Time: 10 am to 4 pm)** for solving their problems. **Please remember, only the students who have submitted the Online Pre-Registration Form (OPRF), are allowed to come for on-campus registration if they find during check time their problems are not solved.**

#### Issued by

Prof. Dr. Charles C. Villanueva  
Dean, Faculty of Business Administration  
American International University – Bangladesh