

Sylhet Agricultural University

Faculty of Post-Graduate Studies

Prepared by: Himangshu Shakor Paul, Computer Programmer, ICT Cell, SAU

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Student Form Fill Up Guide

Follow these steps to submit your form and collect your admit card.

Approval order: **Chairman > Hall Provost > (Upload Bank payment copy by studnet) -> Finance Office > Finance Director > Dean > Controller.**

Need help? Send the dean office your Student ID, page URL and a screenshot of the problem. For hall approval issues, include your hall name.

1 Before you start

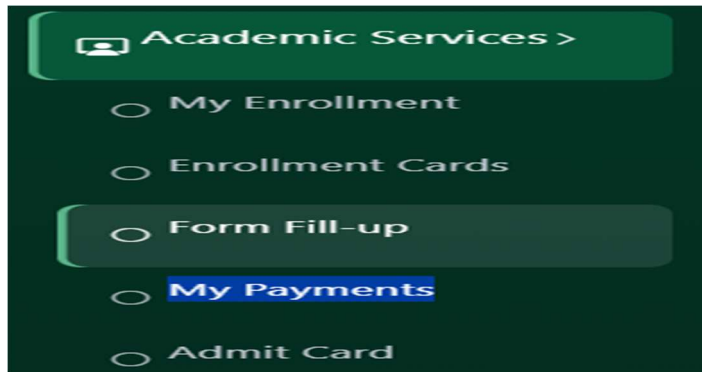
- Log in to FPGS portal. (select the Student role)
- You need a valid Enrollment Card and an open form fill-up period or an approved extension.
- Check your assigned hall. All students need hall approval, including non-resident students.

2 Check and submit your form

- Open Form Fill-up and click Start Form Fill-up, then Review and Submit.
- Check your name, Student ID, program, session, semester and courses. Courses cannot be edited here.
- Check the fee list and total.
- Inform FPGS Dean office any wrong information or fee before submitting or paying.
- Tick the declaration box and click Submit Form Fill-up.

3 Pay the fees

- Pay fees in Rupali Bank (SAU Branch) **[03 payment slip]**
- Wait for Chairman and Hall Provost approval. When the status is PAYMENT PENDING, open My Payments (from left menu).
- Follow the payment instructions. Enter the bank reference and deposit date, and upload the payment receipt **[03 payment slip in a single page]** image/pdf format.
- Keep your receipt.
- Office copy have to submit in Finance Office [Admin Building] to check and verify your payment.



4 Check approval progress

- Open Form Fill-up Approval History and check portal notifications.
- Approval order: **Chairman > Hall Provost > Finance Office > Finance Director > Dean > Controller.**
- If your form is returned, read the reason, make the required correction and submit again. If you already paid, contact Finance before paying again.

5 Collect your admit card

- Check Admit Card Status after final approval.
- Students can check the status but cannot download or print the admit card.
- Printed and sealed admit card will be provided from the Controller Office as instructed.