

Notice

EWU(RO)31/09-286

01 July 2009

Convocation 2010: Application for Graduation

- **Collection of Forms: Within 06 August 2009 by 2:00 pm.**
 - **Submission of Forms to the respective Program Office: Within 09 August 2009.**
 - **Submission of Forms to the Accounts Office: Within 31 August 2009**
 - **Payment of Graduation Fees: From 13 October 2009 to 21 October 2009 within 2:00 pm.**
1. Students expecting to complete graduation requirements by **Fall 2009** and not yet applied, are requested to collect **Graduation Application Forms** from Registrar's Office within **06 August 2009 by 2:00 pm** by submitting the following documents (both original and attested copies thereof):

For Undergraduate Programs	For Graduate Programs
(a) Four Copies of Recent Passport Size Photographs in formal dress in a separate envelope	(a) Four Copies of Recent Passport Size Photographs in formal dress in a separate envelope
(b) Certificates of SSC & HSC / O & A Level/equivalent (as the case may be)	(b) Certificates of SSC & HSC / O & A Level/equivalent, Bachelors /Masters Degree (as applicable)
(c) Mark Certificates/ Transcripts of SSC & HSC / O & A Level/equivalent (as applicable)	(c) Mark Certificates/ Transcripts of SSC & HSC / O & A Level/equivalent, Bachelors /Masters Degree (as applicable)
(d) Testimonials (if any) of SSC & HSC / O & A Level/equivalent (as the case may be)	(d) Testimonials (if any) of SSC & HSC / O & A Level/equivalent, Bachelors/ Masters Degree (as applicable)
(e) Course Completion Check List (EWU)	(e) Course Completion Check List (EWU)
(f) Most recent Grade Report of EWU	(f) Most recent Grade Report of EWU

2. After verification, the original documents will be returned forthwith and the attested copies thereof will be enclosed with the Graduation Application Forms.
3. Students are to submit the **completed** Graduation Application Form alongwith the above documents to the **Respective Program Office** by **09 August 2009** for reviewing the completion of degree requirements and other formalities.
4. After the review students are to collect the Graduation Application Forms from the respective Program Office and submit it to the **Accounts Office** within **31 August 2009**.

5. **Students must pay Graduation Fees and obtain necessary clearance from Accounts Office from 13 October 2009 to 21 October 2009 within 2:00 pm.**
6. A Graduation Fee of **Tk. 4,000** (Four Thousand) only is mandatory for every graduating applicant and is to be deposited at the time of submitting the Graduation Application to the Accounts Office.

Colonel Shah Murtoza Ali (Retd)
Registrar