

Notice

EWU(RO)31/10-350

11 August 2010

Convocation 2011: Application for Graduation
Collection of Forms: Within 27 September 2010 by 2:00 pm.
Submission of Forms to the respective Program Office: Within 30 September 2010.
Submission of Forms to the Accounts Office for Payment of Graduation Fees:
within 18 October 2010 before 2:00 pm.

1. Students expecting to complete graduation requirements by **Fall 2010** and not yet applied, are requested to collect **Graduation Application Forms** from Registrar's Office within **27 September 2010 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 **30 September 2010** for reviewing the fulfillment 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 **18 October 2010** before 2:00 pm. for payment of Graduation Fees and obtaining necessary clearance. Payment of Graduation Fees and obtaining necessary clearance must be completed by **18**

October 2010, failing which your Graduation Application will be treated as cancelled.

5. 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