



EAST WEST UNIVERSITY

PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT

PERMANENT SANAD HOLDER

A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh.

Tel: 09666775577; URL: <http://www.ewubd.edu>

Dear Student,

We are pleased to inform you that after reviewing your graduation application, you have fulfilled the degree requirements and are eligible to attend the 24th Convocation of East West University (EWU). The ceremony will take place on **Wednesday, 16 April 2025**, at the Aftabnagar Playground, Plot-L20, Road-08, Sector-3, Jahurul Islam City, Aftabnagar, Dhaka-1212. The venue is approximately 3 kilometers from the EWU permanent campus. Kindly follow the attached location map for directions. To ensure the day is successful and memorable, please follow the instructions below:

1. **Name and CGPA Verification:**

- Your name, as recorded on your SSC/O Level certificate, will appear on your Degree Certificate. Please verify the spelling of your name and your CGPA shown above. If you identify any errors, inform the Registrar's Office by **06 April 2025**.

2. **Academic Award Verification:**

- Graduates who have earned Academic Awards (Gold Medal, Summa Cum Laude, Magna Cum Laude, Cum Laude) will have their names included in the Convocation Brochure. Award recipients must verify their information as mentioned above and report any discrepancies to the Registrar's Office by **06 April 2025**.

3. **Collection of Gown:**

- Collect your Convocation Gown from the Farashuddin Bhaban, Ground Floor (Room #FUB-103) between **07 to 12 April 2025**, from **10:00 a.m. to 2:00 p.m.** upon presentation of your Student ID card. Ensure you receive the following items: Gown, Cap, Tassel, Locket, Hood (for Graduate Program), and a Bag.

4. **Collection of Invitation Card:**

- Collect your Invitation Card for yourself and your parents (only Father and Mother) from the Admission Office (1st Floor, Room #201) between **07 to 12 April 2025**, from **10:00 a.m. to 2:00 p.m.** upon presentation of your Student ID card. Note that the Invitation Card is non-transferable. Gifts and souvenirs will also be provided.

5. **Rehearsal Attendance:**

- The rehearsal will be held on **Tuesday, 15 April 2025**, at **9:00 a.m.** at the Convocation Venue. Attendance is compulsory for all graduating students. A formal briefing will be provided during the rehearsal.

6. **Convocation Day (16 April 2025) Instructions:**

- On **16 April 2025**, you must arrive at the Convocation Venue by **8:00 a.m.** The Convocation Procession will form by **8:30 a.m.**

7. **Health and Security Guidelines:**

- Please adhere to all health and safety protocols. For security reasons, avoid bringing any briefcases, handbags, or similar items to the venue.

8. **Photography Services:**

- A professional photography team will be available to capture memorable moments. Photographs can be purchased directly from the photography team as per the following schedule: **22 April to 30 April 2025 (10:00 am-04:00 pm)**

9. **Guest Policy:**

- Only your designated guests (Father and Mother) are permitted to attend. Kindly refrain from bringing additional attendees to avoid embarrassment.

10. **Dress Code for Male Students:**

- a) Wear a white or off-white full-sleeve shirt with a necktie. T-shirts or polo shirts are not acceptable. Dark-colored trousers are recommended. Jeans are discouraged. Wearing a coat or blazer under the gown is also discouraged for comfort.
- b) Wear black or brown Oxford leather shoes. Sandals or sneakers are not acceptable.

Please adhere to the above instructions to ensure a smooth and memorable Convocation experience. Congratulations on your achievement!

Sincerely,

Mashfiqur Rahman
Registrar
East West University