



# BANGLADESH UNIVERSITY

15/1, Iqbal Road, Mohammadpur, Dhaka-1207.

Phone: 01755511974, 01755511964, 01755559301, 01755511975, 01755559327

Website: www.bu.edu.bd

Sl. No:

## Convocation Registration Form

Recent Passport Size  
Photograph of  
student to be  
pasted with glue.

Registration Fee: Tk. 3,000/-

Name of the Bank and Branch: .....

Bank Slip No (if any): ..... Date of Deposition: .....

1. Name of the Student: .....

(In Block Letter, Same spelling as SSC)

2. Student's ID:

Bachelor or Master Degree (for which registration is required)													
2 <sup>nd</sup> degree (Master/ Bachelor if any)													

3. Father's Name: .....

4. Mother's Name: .....

5. Name of the Program: ..... Batch: .....

Major (If any): .....

6. Enrollment Semester (with Year): .....

7. Completion Semester (with Year): .....

8. SL. No. of Provisional Certificate: ..... 9. CGPA Earned: .....

10. Student's National ID Card No: .....

11. Permanent Address: .....

12. Present Address: .....

Cell No: ..... E-mail: .....

Signature of the Student

Date:



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**Convocation Registration Slip**  
*(Student's Copy)*

Recent Passport Size  
Photograph of  
student to be  
pasted with glue.

Name of the Student: .....

Student's ID:

Bachelor or Master Degree (for which registration is required)														
2 <sup>nd</sup> degree (Master/ Bachelor if any)														

Program: ..... Batch: .....

**Registrar**  
Bangladesh University

**Instructions:**

01. The student is required to preserve this Slip and show (as and when necessary) until withdrawing the Original Certificate.
02. Registration Fee to be deposited in Bangladesh University **Convocation A/C No: 4422202000589, Sonali Bank Limited, Mohammadpur Bazar Branch.**
03. Original Copy of Bank slip of Convocation Registration Fee to be attached with the Registration Form. Beside, photocopy of Provisional Certificate, Transcript and NID must be submitted along with the Convocation Registration Form. In addition to that 01 (one) photograph **each** to be pasted on the Convocation Registration Form and Convocation Registration Slip and 02 (two) additional photographs of student to be submitted.
04. **Provisional Certificate(not photocopy) must be submitted at the time of receiving the Original Certificate. Otherwise Original Certificate will not be provided.**
05. **Attendance** in the Convocation Rehearsal is compulsory.
06. The Gown and Cap provided by the University have to be returned before taking the Original Certificate.
07. In case, student lost/damaged the Gown and Cap, he/she will have to pay **Tk. 5,000/-** (Five Thousand Taka Only) as demerge charge.
08. Students who hold Double Degree are required to fill up and submit two separate Convocation Registration Form, but they are required to submit one Bank Slip, amounting tk. 3000/- .
09. Students can also submit the registration form through online ([www.bu.edu.bd](http://www.bu.edu.bd)) by attaching scanned copy of bank slip, Provisional Certificate(s), Transcript(s), photographs and national ID. After getting the email notification, the student or his/her authorized representative has to collect the registration slip from BU campus physically by submitting Original Copy of Bank slip, photocopy of Certificate(s) & Transcript(s), NID and photographs.( A copy of registration slip will be sent by e-mail)