

**Personal Information**

**PRINT your name according to your SSC Certificate (will appear on the degree certificate):**

Your Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Contact Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

**The following information is for alumni association purposes:**

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**Degree Sought**

Check only one:

- |   |  |
|---|--|
| <input type="checkbox"/> Bachelor of Business Administration                                  | <input type="checkbox"/> Master of Business Administration           |
| <input type="checkbox"/> Bachelor of Arts in English and Humanities                           | <input type="checkbox"/> Executive Master of Business Administration |
| <input type="checkbox"/> Bachelor of Social Science in Media Studies and Journalism           | <input type="checkbox"/> Masters in Communication                    |
| <input type="checkbox"/> Bachelor of Science in Computer Science and Engineering              | <input type="checkbox"/> Master of Arts in English                   |
| <input type="checkbox"/> Bachelor of Science in Electronics and Telecommunication Engineering |  |

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Convocation Attendance**

I **will** attend Convocation 2016.

Name and Relationship of family member/guardian accompanying you to the Convocation (subject to ULAB's approval):

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

I will **not attend** Convocation 2016. *(This form must be filled in whether or not you attend Convocation.)*

**Fee Information**

**Tk. 6,000** (Six thousand taka only) Convocation Fee (non-refundable) to be deposited in cash during the time of submission of this form.

Every student will receive a complimentary photograph of Convocation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p>Internal Office Use Only</p> <p>Paid Tk: _____</p>
---

## Eligibility Criteria

- It is sole the responsibility of the student to ensure that all academic requirements are completed and all dues fully paid.
- Students who were required to do a thesis or project must complete this requisite to be eligible for Convocation – even if all course work has already been completed.
- Any transfer credits and/or waivers based on experience must be recorded on your transcript.
- You must complete all program requirements by the end of the previous semester.
- To attend Convocation 2016, this form must be received by: **October 15, 2016**

## Supporting Documents

This form must be accompanied by attested copies\* of:

Undergraduate Degree	Graduate Degree
a) 1 recent passport-sized photograph in formal dress.	a) 1 recent passport-sized photograph in formal dress.
b) Certificates of SSC & HSC / O & A Level / equivalent (as applicable).	b) Certificates of SSC & HSC / O & A Level / equivalent, Bachelors/Masters Degree (as applicable).
c) Marks Certificates / Transcripts of SSC & HSC / O & A Level / equivalent (as applicable).	c) Marks Certificates / Transcripts of SSC & HSC / O & A Level / equivalent, Bachelors/Masters Degree (as applicable).
d) Latest Academic Transcript.	d) Latest Academic Transcript.
e) Waiver/Transfer Letter, if any.	e) Waiver/ Transfer Letter, if any.

\* Attestation can be done by a 1st class gazetted officer/Notary Public.

### Registrar's office Clearance (internal use only)

I attest that the above student has completed all the courses in ..... terms/credits instead of stipulated 12 terms. The student is liable to pay for..... terms tuition and registration fee as agreed during admission time.

Signature of Deputy Registrar/Assistant Registrar

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

### Library Clearance (internal use only)

"I attest that the above mentioned student owes no materials of any kind to the ULAB Library."

Signature of Joint Librarian/Assistant Librarian

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

### Accounts Clearance (internal use only)

"I attest that the above mentioned student has no outstanding dues of any kind to the University of Liberal Arts Bangladesh."

Signature of Sr. Accounts Manager/Assistant Manager

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

## Submission of Form

Submit this form and supporting documents in person to:

**The Office of the Registrar**  
University of Liberal Arts Bangladesh  
House 56, Road 4/A  
Dhanmondi, Dhaka-1209  
Mobile: 01730328697