



UNIVERSITY OF LIBERAL ARTS BANGLADESH  
5<sup>th</sup> CONVOCATION REGISTRATION FORM

EC003(00)

One copy PP  
size  
photograph

**Personal Information**

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

Name (in BLOCK LETTER): \_\_\_\_\_ Student ID # \_\_\_\_\_

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

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

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

Work Phone: \_\_\_\_\_ Email (Personal): \_\_\_\_\_

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

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

*The following information is for alumni association purposes:*

Profession: \_\_\_\_\_

Organization: \_\_\_\_\_ 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"/> MSS in Media Studies and Journalism         |
| <input type="checkbox"/> Bachelor of Science in Computer Science and Engineering              | <input type="checkbox"/> Masters in Communication                    |
| <input type="checkbox"/> Bachelor of Science in Electronics and Telecommunication Engineering | <input type="checkbox"/> Master of Arts in English                   |

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

**Convocation Attendance**

I **will** attend 5<sup>th</sup> Convocation.

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

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

I will **not attend** 5<sup>th</sup> Convocation. *(This form must be filled even if you not attend the Convocation.)*

**Fee Information**

**Tk. 6,500** (Six thousand five hundred taka only) Convocation Fee (non-refundable) to be deposited in cash during the time of submission of this form.

Internal Office Use Only

Paid Tk: \_\_\_\_\_

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

## 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 5<sup>th</sup> Convocation, this form must be received by: **November 30, 2018.**

## Supporting Documents

This form must be accompanied by photocopies 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 Sheet / 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) Provisional Certificate, as applicable.  | g) Provisional Certificate, as applicable.   |
| f) Waiver/Transfer Letter, if any.  | e) Waiver/ Transfer Letter, if any.  |

Note: Those who have received Provisional Certificate, will not required clearance from Library and Accounts.

## For Office Use Only

### Registrar's office Clearance

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

"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

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

Signature of Director/ 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