

**Registration Policy for 2<sup>nd</sup> Convocation**  
**Presidency University**  
**House- 11/A, Road-92, Gulshan-2, Dhaka-1212**

This is to inform you that the date of the 2<sup>nd</sup> Convocation Ceremony of Presidency University will be announced soon.

**Eligibility**

Students who have completed their degree requirement at Presidency University from **Spring 2013 to Spring 2023**, will be eligible for the 2nd Convocation. Students who have completed their degree **before Spring 2013** but did not attend the 1<sup>st</sup> Convocation, they have a special scope for attaining the 2<sup>nd</sup> Convocation by registering on hard copy in the campus.

**Rules of Participation in Convocation**

1. Registration can only be completed on the campus or over the convocation registration link <http://pu.abulkhairgroup.com:400/>.
2. Students must submit the registration form along with 2 copies recent passport-size photograph to the Registrar's Office or upload it to the online convocation registration link by **15 May 2024**. If this date changes under any unavoidable circumstances, students will be informed.
3. Students must deposit the Registration Fee over the account of **NCC Bank Ltd. [Ac. Name: Presidency University (Convocation), AC. no.- 0107-0325000362] / Payment by bKash or Nagad Ac. No.- 01958-066799** of Presidency University.
4. Registration fees are as follows:

No.	Event	Amount (Tk.)
i	Registration fee ( <i>Single Certificate: Bachelor's / Master's</i> )	8,000.00
ii	Registration fee for Convocation ( <i>Double Certificate: Bachelor's &amp; Master's</i> )	10,000.00
iii	Registration fee { <i>Who has already withdrawn his/her Original Certificate (s)</i> }	5,000.00
iv	1 <sup>st</sup> Guest Fee ( <i>1<sup>st</sup> Guest will be allowed from Father/Mother/Spouse/Child only</i> ) (Note: Child up to 4 years old are free)	1,000.00
v	2 <sup>nd</sup> Guest Fee ( <i>2<sup>nd</sup> Guest will be allowed from Father/Mother/Spouse/Child only</i> ) (Note: Child up to 4 years old are free)	1,500.00
vi	Presidency University Alumni Association Membership Fee ( <i>If interested in getting membership</i> )	500.00

5. Students who will attend the convocation must submit one set of fresh photocopies of all previous academic certificates and marksheets/transcripts (**SSC, HSC, Diploma, Bachelors, Transcript from last institute if transferred etc.**), and NID copy to the Registrar's Office or upload/provide **fresh PDF** to complete the online registration.
6. Student must tick the Provisional Certificate box in the registration form correctly. If the student has withdrawn the Provisional Certificate earlier, he/she must surrender the original copy of Provisional Certificate while receiving the Original Certificate from the Registrar's Office.
7. The registration form may be rejected if it is **Incomplete** or provided with any **False/Confusing** information.
8. Student may submit the Registration form on campus till **15 May 2024** from **10:00am – 5:00pm** to the **Registrar's Office**.
9. Degree Awarding is subject to proper and complete verification of all the previous academic documents of students. Incomplete Verification may defer degree awarding.
10. **Original Certificates will be delivered at least one (1) month after the Convocation Program.**
11. Applicants who will be finally attending the convocation program will be notified through sms/email/Presidency University Web page- [www.presidency.edu.bd](http://www.presidency.edu.bd)) or [www.pu.edu.bd](http://www.pu.edu.bd) / PU Facebook page.
12. **Presidency University Graduates who are not residing in Bangladesh currently may authorize a person to Complete the convocation registration form submission process.**
13. Convocation Program Authority will hold the sole jurisdiction to any change in the list of participants for Convocation, Program schedule, degree awarding or any other decision that may be related to the entire convocation program.
14. For further details and update information please visit the university website [www.pu.edu.bd](http://www.pu.edu.bd)

**Student's Declaration:** I understand and accept all the rules and requirements for participating in the Convocation Ceremony and Degree Awarding. I will accept any decision that may come from the Convocation & Degree Awarding Authority under any circumstance.

Applicant's Name: \_\_\_\_\_ ID \_\_\_\_\_ Signature & Date: \_\_\_\_\_