INSTRUCTIONS TO APPLY FOR THE DEGREE CERTIFICATE

1. Download the PDF Degree Application Form from **HERE.**

2. Fill up the entire Application Form in **BLOCK LETTERS.**

3. Please fill up the form clearly without any over writing or alteration.

4. Provide all the information mentioned in the application form and do not left any field incomplete.

5. Write your Full Name as you want to see it in your Degree Certificate, which must resemble with your previous academic records.

6. In ACADEMIC INFORMATION section, students from **School of Business** will fill up the "Major" field.

7. If you have already received Provisional Certificate from Presidency University, please "√" the appropriate box.

8. In CURRENT INFORMATION section, please provide your current employment detail, to be precise, name of your Company/Employer, your Designation, duration of your employment there and Office Address.

9. Attach a recent Passport size Photograph at the top right corner of Page-01 of the Application Form.

10. Pay **Tk. 3000/-** to Presidency University Accounts. Attach and submit the money receipt with the Application Form.

11. Submit one set of photocopy of Previous Academic Records (Certificate & Transcript).

- For undergraduate (Bachelor's) students: SSC/O'Level (or equivalent) and HSC/A'Level/Diploma (or equivalent). If transferred to Presidency University from another institute, official transcript of the previous institute.

- For postgraduate (Master's) students: Certificate and Transcript of Bachelor's Program. If transferred to Presidency University from another institute, official transcript of the previous institute.

12. Original Degree Certificate will be issued within three (03) months (minimum) from the date of receiving the Application form. Once prepared, students will be informed through SMS and Presidency University web site: www.presidency.edu.bd.

13. Original Degree Certificate is subject to verification of previous academic records. Incomplete verification may delay the Degree Certificate issuing process.

14. **You must Surrender your Provisional Certificate (original, not photocopy if received from Presidency University) while collecting the Original Degree Certificate.**

15. Collect an Acknowledgement Token from the Registrar's Office right after submitting the Complete Degree Certificate Application Form. **Please bring this Acknowledgement Token when you will come to collect the Degree Certificate.**

Note: Students who have completed their degree in Presidency University within Fall 2012 semester are eligible to apply for this Degree Certificate

APPLICATION DEADLINE

05 JUNE 2014, THURSDAY

APPLICATION SUBMISSION PLACE & SCHEDULE

REGISTRAR'S OFFICE - GULSHAN CAMPUS

SUNDAY – THURSDAY (except for holidays)

04:00PM – 07:00PM