**NOTICE**

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| No. NSU/C of E/20 (Convoc) V-1/50 | Date: 17 December 2015 |

**Degree Application: 19th Convocation**

1. 46th meeting of the Degree Review Committee held on 05.02.15 has decided that, from the Spring semester and onward the students having completed graduation requirements in each semester, shall have to apply for graduation within the last date notified by the Controller of Examinations, for that semester, indicating their intention to join the next convocation, **It is to be noted that, as per rules to get the degree, application for graduation is a must for all degree candidates.**
2. Therefore, students having completed all requirements of their respective degrees in or before the Fall-2015 semester and not yet applied, are advised to submit application for graduation in prescribed form to the respective department within **30 December 2015**. **Please note that no application will be entertained after this deadline.**
3. **Students whose 3rd digit from the last of the ID number, is not “0” (zero) are advised to contact with Registrar’s office to make it zero by updating their student file.**
4. Those who have got waiver in MAT 112/MAT 116 and ENG 102 are required to attach supporting document as proof of such waiver.
5. Students who have done major/ minor in other department are required to attach supporting document in favor of such major/ minor.
6. Applicants are to enclose with their applications the following documents duly **attested by a faculty member** of the respective department:
   1. **Three** copies of recent passport size colored photograph (please write your name and ID# behind the photograph)
   2. One photocopy of **SSC/ ‘O’ level/ equivalent certificate** (mark sheet or testimonial not acceptable.)
   3. One photocopy of the money receipt/ proof for payment of Tk.5,000/- (five thousand) as graduation application fee.
7. Necessary clearance from the NSU Accounts Office, Library and Laboratory must be obtained by the applicant before submitting the application to the department.
8. Circulated for information of and necessary action by all concerned.

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|  | Colonel Shah Murtoza Ali (retd.)  **Controller of Examinations**  **North South University** |