

NOTICE

No. NSU/C of E/20 (Convoc) V-3/

Date: 26 December 2018

Convocation-2019: Last date of degree application by candidates completing degree in the Fall-2018

1. As per rules of North South University, a student having completed degree requirements in each semester, shall have to apply for graduation within the last date notified by the Controller of Examinations, for that semester, indicating his/her intention to join the next convocation (22nd Convocation-2019).
2. Therefore, students having completed all requirements of their respective degrees in or before the Fall-2018 semester and not yet applied, are advised to submit application for graduation in prescribed form (available in the department), to the respective department within 17 January 2019. Please note that no application will be entertained after this deadline.

Student's only from the Department of English & Law (both undergraduate & graduate) has to submit his/her degree application through online (RDS) from 23rd January 2019 to 30th January 2019.

3. **Students whose 3rd digit from the last one of the ID number, is not "0" (zero) are advised to contact Registrar's office to make it zero by updating their student file. No application without such correction shall be acceptable.**
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 a department other than in their own one, are required to attach supporting document in favor of such major/ minor.
6. Those who have I/X as result against any course, are requested to contact Registrar's office/Respective department for necessary correction and update their transcript.
7. Applicants are to enclose with their applications the following documents duly **attested by a faculty member** of the respective department/any class-1 gazetted officer of government:
 - a. **Three** copies of recent passport size colored photograph (please write your name and ID# behind the photograph)
 - b. One photocopy of **SSC/ 'O' level/ equivalent certificate** (mark sheet or testimonial not acceptable.)
 - c. One photocopy of the money receipt/ proof for payment of Tk.5,000/- (five thousand) as graduation application fee.
8. Necessary clearance from the NSU Accounts Office, Library and Laboratory must be obtained by the applicant before submitting the application to the department.
9. **Only for respective Departments:** You are requested to kindly send all applications for degree along with the **courses analysis report** and other relevant documents, to the Controller's office within **24 January 2019**.
10. Circulated for information of, and necessary action by all concerned.

Afruz Sultana
Controller of Examinations
North South University