

SL No:

UNIVERSITY OF SOUTH ASIA

House-76, Block-B, Road-14, Banani, Dhaka-1213.

Phone: 88-02-55034091-2, E-mail: info@southasiauni.edu.bd, Web: www.unisouthasia.com

REGISTRATION FORM CONVOCATION - 2020

Student Basic Information (This Part filled up by the student)

- a. **Student Name:**.....
(Please write your name in CAPITAL LETTER as per SSC/O-level/Dakhil Certificate.)
- b. **Student ID**..... **Admission Year**.....**Semester**.....
- c. **Mobile Phone**.....**Guardian's Mobile** **Email**.....
- d. **Father's Name:**
- e. **Mother's Name:**
- f. **Present Address**.....
- g. **Permanent Address**.....

Degree obtained at University of South Asia:

SL	Degree with major	CGPA	Completion Year	Completion Semester	PVC. Serial (if any)

Signature of the Student

(Student do not write below this line)

Date

For Office Use Only

Diploma Passed Date			
Start Semester		Completion Semester	
Date of Completion			

Checked and Verified by Convocation Secretariat Office

Name and Signature with date

Registration Fees Information: (Give tick ✓ mark)

- a. **Registration Fee: BDT. 7,000/- (Seven thousand only) for Single Degree.**
- b. **Registration Fee: BDT. 10,000/- (Ten thousand only) for Dual Degree.**
- c. **Guest Fee : BDT. 2,000/- (Two thousand only) per guest.**

Received library card & no book due	Cleared all dues
_____ Signature of Librarian	_____ Signature of Accounts Head

IMPORTANT INSTRUCTIONS

1. The student should report to the Convocation Secretariat for the verification of your documents and payment all the dues of the university.
2. The Accounts Department will check your status of dues and receive the Convocation Registration Fees.
3. Students holding '**Double Degree**' are required to fill-up the separate Pre-registration and Registration Form, and have to pay the required fee for the dual degree.
4. Student have to submit '**Money Receipt**' of Convocation Registration Fee and photocopy of Provisional Certificate/Transcript (University of South Asia) and copies of his/her S.S.C/O-level/Dakhil, H.S.C./A-level/Diploma, Degree/Master Certificates/Mark-sheet (awarded by others Boards/Universities) and NID along with the print out of this e-mail & Convocation Registration 'Form'. In addition to that 01 (one) photograph to be pasted on the Convocation Registration Form. Diploma holders must submit photocopy of diploma final semester transcript.
5. **Original Provisional Certificate (not photocopy) must be submitted at the time of receiving the Original Certificate. Otherwise the Original Certificate will not be issued.**
6. **The students are required to produce the payment receipt at the time of receiving the Original Certificate.**
7. **Attendance in the Convocation Rehearsal is compulsory.**
8. The Gown, Hood, Tassel and Cap provided by the University must be returned on due date immediate after the convocation.
9. In case the student losses/damages Gown/Hood/Tassel/Cap, he/she will have to pay Tk. 1,000/- (One Thousand Taka Only).

Controller of Examinations

Deputy Registrar

Registrar

For Exam Office Use Only:

File Serial No: _____

Original Certificate Serial No: _____