

## REQUIREMENTS FOR GRADUATION APPLICATION FORM

### Documents needed:

1. Pay order in favor of Independent University, Bangladesh of **Tk. 10,000**.
2. **Tk. 500** cash for 1 copy official transcript (if student wishes to receive official transcript before convocation) and **Tk. 2000** pay order for Provisional Certificate (pay order of Tk. 12,000 in total for graduation application and Provisional Certificate)
3. **4 copies** of passport size photographs (3 copies for the form and 1 copy for PVC)
4. **One copy of both SSC and HSC or A-level and O-level certificates**
5. Complete transcript (to be collected from Registrar's Office)
6. **Soft copy of photograph**

### To do:

1. Collect the form from the program office and fill it up correctly
2. Show the Graduation Application Form in the Registrar's Office to collect the complete transcript (advisor copy) and submit the soft copy of photograph
3. Collect the **PVC (Provisional Certificate) form** from the Registrar's Office and **Official Transcript form** from the Controller of Examination office
4. Get "School of Major" clearance from MBA Office
5. Then get "Library" clearance from the Library
6. Then go to the Finance & Accounts department to get clearance and pay all the fees (pay order & cash) **by 3 PM**.
7. Submit the form in the MBA office

***\*\*\*Please note that you must ensure that you have submitted all the required documents during your admission before you submit the Graduation Application Form.***