

# Announcement

## 16<sup>th</sup> Convocation 2025



Students fulfilling all their degree requirements can apply for the 16<sup>th</sup> Convocation. The convocation is expected to take place in February 2025.

### Who may apply for convocation?

Students fulfilling the degree requirements by Summer 2024 may apply for the convocation.

### What if I have applied already?

Please visit <https://www.bracu.ac.bd/> to follow the notices. You are also required to fill out the following google form to submit the convocation brochure photo: <https://forms.gle/fa2dr1uZWk5MEK7YA>

**The deadline to register for the convocation is 10<sup>th</sup> December 2024.**


### Process to Submit the Degree Application Form:

- Please collect the Degree Application Form from the DCO of the respective departments.
- Duly fill up the form and collect clearance from the Library.
- Pay degree processing fee of Tk. 12,000 and any other dues (as applicable) to the BRACU Booth/bank.
- Get Accounts clearance from the Accounts Office located at the Student Information Center at level 2, by attaching your grade-sheet and payment receipt.
- Attach one copy passport-size photo (recent), photocopies of previous certificates and course waiver documents (if any).
- Submit the completed form at the Student Information Center (Level 2) and fill out the following google form to submit the convocation brochure photo: <https://forms.gle/fa2dr1uZWk5MEK7YA> .
- Incomplete forms will not be accepted.

### \*Convocation Fee and Refund:

The fee as mentioned above is BDT 12,000. A refund of BDT 3,500 for the gown can be claimed by each student, once the gown is returned. The refund should be claimed within 6 weeks of the event to avoid forfeiture/cancellation of the refund. The refund amount is BDT 3,000 for students who have submitted BDT 10,000 as degree application fee.

### **For further information, please contact:**

 Tel: +8809638464646 (IVR press 2), +8801322821603  
+8801322821604 (office hours)

 [academic.records@bracu.ac.bd](mailto:academic.records@bracu.ac.bd), [sic@bracu.ac.bd](mailto:sic@bracu.ac.bd)

Best wishes from Office of the  
Controller of Examinations