



**Personal Information**

*Print your name according to your SSC Certificate*

Name (in BLOCK LETTER): \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Email: \_\_\_\_\_ NID/Passport No. \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

*The following information is required for the ULAB Alumni Association:*

*Organization:* \_\_\_\_\_

*Job Title:* \_\_\_\_\_

**Degree Sought**

Degree Name: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Fee Information**

Tk. 7,000 (Seven Thousand) Graduation Fee (non-refundable) to be deposited in cash during the time of submission of this form. The fee will cover the following;

- a. Provisional Certificate & Transcript:  Already Received  Not Required  Required PVC
- b. Convocation
- c. Original Certificate & Transcript

Internal Office Use Only  
  
Paid Tk:.....

Signature of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

### Eligibility Criteria

- Please ensure that you have fulfilled all your academic requirements and completed the required paper works.
- You have cleared any current dues or outstanding fees with the university. If required, please arrange payment with the appropriate department before.
- You have no pending issues in the ULAB library.

### Exam Office Clearance

The above student has completed \_\_\_\_\_ credits in \_\_\_\_\_ term for \_\_\_\_\_ program.

The graduation verification status of the student;

- Confirmed  
 Under processing

**Remarks**

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\_\_\_\_\_  
Officer, Exam Office

Date

Seal

### Library Clearance (internal use only)

I confirm that the above student owes no materials of any kind to the ULAB Library.

\_\_\_\_\_  
Officer, Library

Date

Seal

### Accounts Clearance (internal use only)

I confirm that the above student has no dues of any kind to the ULAB.

\_\_\_\_\_  
Officer, Accounts

Date

Seal

### Submission of Form

#### The Controller of Examinations

University of Liberal Arts Bangladesh

688 Beribadh Road

Permanent Campus

Mohammadpur, Dhaka-1207