

REQUIREMENTS FOR GRADUATION APPLICATION FORM

Documents needed:

1. Pay order (in favor of Independent University, Bangladesh) of **Tk. 3500**
2. **Tk. 500** cash for official transcript and **Tk. 100** cash for PVC
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 certificate**
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.***