



EAST WEST UNIVERSITY

A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh.

Tel: 09666775577; URL: <http://www.ewubd.edu>

15 February 2023

Dear «Student»,

Please refer to your application for Graduation.

After reviewing your graduation application, we are pleased to inform you that you have fulfilled the degree requirements and are eligible for attending the 22nd Convocation, to be held on **Thursday, 02 March 2023 at the Aftabnagar Playground, Plot-L20, Road-08, Sector-3, Jahurul Islam City, Aftabnagar, Dhaka-1212 (approximately 03 kilometers straightway from EWU permanent campus. You may follow the attached Location Map).**

To help you make this day successful and memorable we are requesting you to follow the instructions mentioned below:

- 1. In accordance with SSC/O Level certificate the exact spelling of your name will appear on your Degree Certificate to be issued by this University. So, please check the spelling of your name and your CGPA shown above. If there is any mistake/discrepancy, please inform the Registrar's Office within 19 February 2023.**
- 2. The name of Graduates who have earned Academic Awards (Gold Medal/Summa Cum Laude/Magna Cum Laude/Cum Laude), will appear in the Convocation Brochure. The recipients of awards are requested to verify the correctness of the information as mentioned above. If there is any mistake//discrepancy, please inform Registrar's Office within 19 February 2023.**
- 3. Please collect your Convocation Gown from the Farashuddin Bhaban, Ground Floor (Room # FUB-103) of the University from 20 to 26 February 2023 (except 21 February 2023) from 10:00 a.m. to 02:00 p.m. showing your Student ID card. When you will receive gown, please make sure you have received the Gown, Cap, Tassel, Locket, Hood (for Graduate program) and a Bag.**
- 4. Please collect the Invitation Card of the Convocation Ceremony for you and for your parents (only Father and Mother), from the Admission Office (1st Floor, Room # 201) from 20 to 26 February 2023 (except 21 February 2023) from 10:00 a.m. to 02:00 p.m. by showing your student ID Card. Please note that Invitation Card is not transferable. A gift/souvenir will also be provided to you.**
- 5. Please attend the rehearsal of the Convocation on Wednesday, 01 March 2023 at 9:00 a.m. at the Convocation Venue. A formal briefing will be delivered during rehearsal. Attendance in the rehearsal is compulsory for all graduating students.**
- 6. On the day of Convocation (02 March 2023) you must be present at the Convocation Venue by 08:00 a.m. at the latest. Convocation Procession will be formed by 08:30 a.m.**
- 7. You must maintain the health safety rules. Due to security reasons, you are requested not to bring any briefcase, handbag etc.**
- 8. We have a contract with a Professional Photography Studio to take the photographs of the Convocation Ceremony so that you can get photographs from that studio on payment.**
- 9. You are requested not to bring anyone else with you at the Convocation Ceremony. You are advised to follow the above instructions to avoid any embarrassment.**
- 10. Must wear a face mask and carry your own hand sanitizer.**

Following dress code is to be followed by the male students for attending the Convocation Ceremony:

- a) White or off-white full sleeve shirt with necktie. T-shirt or Polo shirt is not acceptable. The color of the trouser should preferably be dark. Jeans are discouraged. Coat/Blazer inside the gown is discouraged to avoid inconvenience.**
- b) Black/Brown color Oxford Leather Shoes are to be put on. Sandal shoes or Sneakers are not acceptable.**

Yours sincerely,

Mashfiqur Rahman
Registrar