



EAST WEST UNIVERSITY

PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT

PERMANENT SANAD HOLDER

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

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

Dear Student,

We are pleased to inform you that, after reviewing your graduation application, it has been confirmed that you have successfully fulfilled all the degree requirements and are eligible to participate in the 25th Convocation of East West University (EWU).

The convocation ceremony will be held on **Monday, 02 February 2026**, at the **Aftabnagar Playground, Plot L-20, Road 08, Sector 03, Jahurul Islam City, Aftabnagar, Dhaka-1212**. The venue is located approximately 3 kilometers from the EWU permanent campus. Please refer to the attached location map for directions.

To ensure a smooth, successful, and memorable event, kindly follow the instructions provided below.

1. Name and CGPA Verification:

- Your name, as recorded on your SSC/O Level certificate, will appear on your Degree Certificate. Please verify the spelling of your name and your CGPA shown above. If you identify any errors, inform the Registrar's Office by **24 January 2026**.

2. Academic Award Verification:

- Graduates who have earned Academic Awards (Gold Medal, Summa Cum Laude, Magna Cum Laude, Cum Laude) will have their names included in the Convocation Brochure. Award recipients must verify their information as mentioned above and report any discrepancies to the Registrar's Office by **24 January 2026**.

3. Collection of Gown:

- Collect your Convocation Gown from the Farashuddin Bhaban, Ground Floor (Room #FUB-103) between **24 to 28 January 2026**, from **10:00 a.m. to 2:00 p.m.** upon presentation of your Student ID card. Ensure you receive the following items: Gown, Cap, Tassel, Locket, Hood (for Graduate Program), and a Bag.

4. Collection of Invitation Card:

- Collect your Invitation Card for yourself and your parents (only Father and Mother) from the Admission Office (1st Floor, Room #201) between **24 to 28 January 2026**, from **10:00 a.m. to 2:00 p.m.** upon presentation of your Student ID card. Note that the Invitation Card is non-transferable. Gifts and souvenirs will also be provided.

5. Rehearsal Attendance:

- The rehearsal will be held on **Sunday, 01 February 2026**, at **9:00 a.m.** at the Convocation Venue. Attendance is compulsory for all graduating students. A formal briefing will be provided during the rehearsal.

6. Convocation Day (02 February 2026) Instructions:

- On **02 February 2026**, you must arrive at the Convocation Venue by **8:00 a.m.** The Convocation Procession will be formed by **8:30 a.m.**

7. Health and Security Guidelines:

- Please adhere to all health and safety protocols. For security reasons, avoid bringing any briefcases, handbags, or similar items to the venue.

8. Photography Services:

- A professional photography team will be available to capture memorable moments. Photographs can be purchased directly from the photography team as per the following schedule: **15 to 22 February 2026 (10:00 am-04:00 pm)**

9. Guest Policy:

- Only your designated guests (Father and Mother) are permitted to attend. Kindly refrain from bringing additional attendees to avoid embarrassment.

10. Dress Code for Male Students:

- a) Wear a white or off-white full-sleeve shirt with a necktie. T-shirts or polo shirts are not acceptable. Dark-colored trousers are recommended. Jeans are discouraged. Wearing a coat or blazer under the gown is also discouraged due to comfort.
- b) Wear black or brown Oxford leather shoes. Sandals or sneakers are not acceptable.

Please adhere to the above instructions to ensure a smooth and memorable Convocation experience. Congratulations on your achievement!

Sincerely,

Mashfiqur Rahman
Registrar, EWU