

Convocation 2022 Registration Manual

Step 1: To check your eligibility, please visit <https://convocation.wub.edu.bd/>

Step 2: Click on “**Registration**” from the top header menu of convocation website.

Step 3: Please select either single degree or dual degree option and read the registration rules carefully before starting the registration process.



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Convocation 2022 Registration

Check your eligibility for registration

Registration For:

☐ Single Degree ☐ Dual Degree

Rules for Registration

The following documents must be submitted at the WUB Campus within the registration period (from 23/09/2022 to 08/10/2022).

Those who already collected the Provisional Certificate:

- Printed copy of the completed online application
- Original/Photocopy of the Provisional Certificate
- One set photocopy of WUB transcript
- Photocopy of money receipt/payment document for Convocation Registration Fee
- Two copies of recent photograph (must be lab printed)

Those who did not apply yet for the Provisional Certificate:

- Printed copy of the completed online application
- Photo copy of all previous original academic certificates and transcripts/mark sheets.
- Blue colored original Clearance form must be signed by the office of Library, Accounts and Registrar mentioned in the form : Original copy of previous academic certificates and transcripts/mark sheets must be shown at the registrar's office to have the final clearance.
- Photocopy of money receipt/payment document for Convocation Registration Fee
- Two copies of recent photograph (must be lab printed)

Step 4: Enter your Registration Number, Date of Birth and then click on the “Check” button to check your eligibility.

Convocation 2022 Registration

Check your eligibility for registration

Registration For: ☒ Single Degree ☐ Dual Degree

Registration Number

WUB.../.../...

Date of Birth

mm/dd/yyyy

Check

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Step 5: If you are eligible for the Convocation 2022, you are required to input the necessary information in the prescribed online form and submit accordingly.

Upload your recent photograph. Image should be 300x400 px.

You are allowed to change your latest email address and mobile number. You have to fill up all the mandatory.

You are requested to input the information of your employment.

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Convocation 2022 Registration

Congratulations! You are eligible for the convocation 2022. Please complete your registration on or before 08 October 2022.

Personal Information

Full Name:	Fathers Name:	Mothers Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Need corrections my name or father's name or mother's name (Do not click if you do not have any corrections)		
Photo (Image size 300x400px): *	Email Address: *	Mobile Number: *
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Address

Present Address:

Address *	Division *	District *
<input type="text" value="Please Enter Your Address"/>	<input type="text" value="please select"/>	<input type="text" value="please select"/>
Police Station *	Post Office *	Country *
<input type="text" value="please select"/>	<input type="text" value="please select"/>	<input type="text" value="Bangladesh"/>

Permanent Address:


Address *	Division *	District *
<input type="text" value="Please Enter Your Address"/>	<input type="text" value="please select"/>	<input type="text" value="please select"/>
Police Station *	Post Office *	Country *
<input type="text" value="please select"/>	<input type="text" value="please select"/>	<input type="text" value="Bangladesh"/>

Employment Information

Job Title	Organization name	Organization type
<input type="text" value="Job Title"/>	<input type="text" value="Your Organization name"/>	<input type="text" value="Choose Organization type"/>
Organization Address		
<input type="text"/>		

Registration

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Step 6: If you have any correction/s of the following field/s then CLICK on “**Need corrections my name or father's name or mother's name**” checkbox. After checked, a correction box will appear one like below. Please read the rules for request to change and input the corrected information.

☒ Need corrections my name or father's name or mother's name (Do not click if you do not have any corrections)

Request to Change

Full Name:

Enter your full name

Fathers Name:

Enter your father's name

Mothers Name:

Enter your mother's name

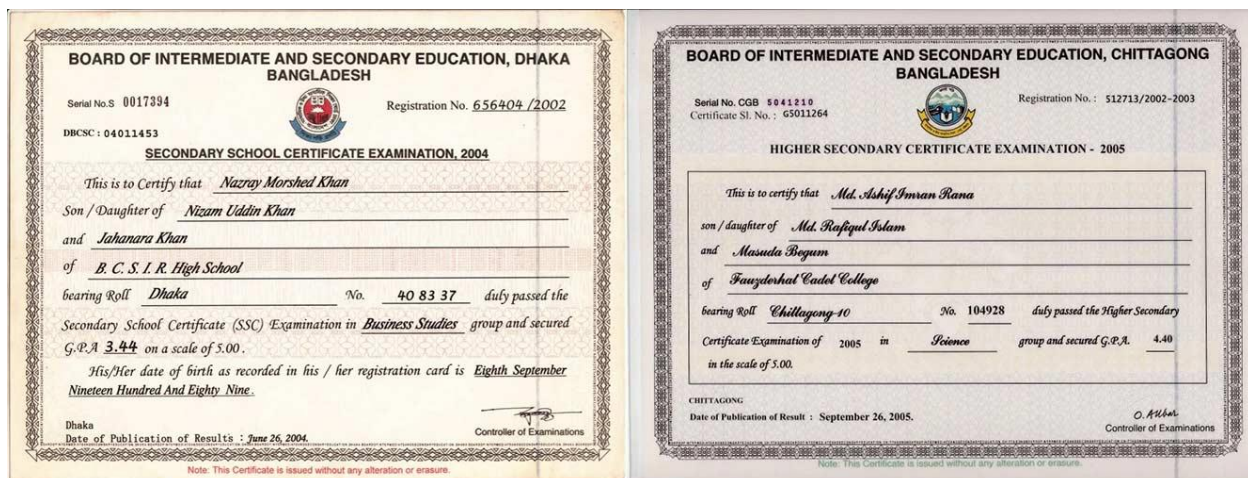
Document (SSC & HSC Certificate): *

Choose File No file chosen


Rules for Request to Change

- Must input atleast one field
- Must upload SSC and HSC certificate scanned copy. Certificates must be captured in a single image (max size 2 MB)

Step 7: You must upload the scanned copy of SSC and HSC certificates to probe for the corrections. You must capture your SSC and HSC certificate in a single image file like below. (Image size: below 2 MB)



Step 8: After filling up your all information, click “**Registration**” button to proceed and then the payment information page will appear like below.

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Convocation 2022 Registration

Your application will be incomplete until you pay your registration fee.

Registration Fee Payment Form

Registration Fee (Single Degree)

8500

[Pay Now](#) [Save & Close](#)

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Step 9: If you want to pay your registration fee throw the online payment gateway than click on “**Pay Now**” button and you will get the following options for payment.

Pay With



Verified By 

If you want to pay your registration fee later than click on **“Save & Close”** button. You can also pay your registration fee at WUB campus.

Note:

1. Without payment your registration will not be completed.
2. You can check your registration status from **“Registration Status”** menu.
3. Download your application form **“Convocation Application Form”** link.