



# Daffodil International University

## Registration Instruction for 8th Convocation-2019

**Proposed date of holding the Convocation: 16<sup>th</sup> January, 2019**

Assalamualaikum,

- a) Students graduated after 7<sup>th</sup> Convocation 2018 upto Fall Semester 2018 are eligible to attend the 8<sup>th</sup> Convocation 2019.
- b) 8<sup>th</sup> Convocation Registration guideline:
  - (i) Convocation Registration link: <http://convocation.diu.edu.bd>.
  - (ii) Profile and Photograph update link: <http://studentportal.diu.edu.bd/#/login>.
  - (iii) Detail information about the convocation.
  - (iv) bKash payment information.
- c) **Payment:** First pay the Registration fee in Cash to Accounts/bKash/EBL/Pay Order/Demand Draft at favor of Daffodil International University.
- d) **Registration Fees:** You should pay BDT-6000/= for single degree and BDT-9000/= for dual degree in same convocation.
- e) You are allowed to bring either parents or spouse or guardian to the Convocation Ceremony. Registration fee for parents is BDT-1500/= and for spouse or guardian BDT-1000/=.
- f) Interested graduates can keep the **Convocation Gown along with Cap**, as souvenir, on payment of additional BDT. 800/=.
- g) You must update your profile and upload a recent color photograph on your student portal that is required for the Convocation Souvenir.
- h) Get update of your Convocation Clearance Status by checking the Clearance Card. If any status is not cleared, please contact the concerned department as follows:
  - (1) Library Clearance (if any library Books, CDs, Magazines etc. due).
  - (2) Accounts Clearance (if there is any earlier academic dues).
  - (3) Convocation Registration Clearance (Deposit Convocation Registration Fee and contact Accounts).
  - (4) Costume Collection (Collect invitation letter and costume from your department or located booth on announced date)
  - (5) Costume Return (Return costume after finishing Convocation to your department or located booth on announced date)
  - (6) Collection of Certificate (Collect your Original Certificate from the Office of the Controller of Examinations on announced date by submitting original Provisional Certificate if taken, ID Card and Photocopy of Money Receipt of Convocation Registration fee. You must apply for your final Transcript first to get the Original Certificate if not taken earlier).
- i) Check your clearance status regularly and respond if required.

**Thank you very much for being with us.**