



Shanto- Mariam University of Creative Technology

House No# 01, Rd No. # 14, Sector No# 13, Uttara, Dhaka-1230

Telephone No# 7912713, 8918932, 8919366, 8958048, 8952610 E-Mail: smuctbd@yahoo.com website: www.smuctbd.com

REGISTRATION FORM FOR FIRST CONVOCATION

To
The Registrar
Shanto-Mariam University of Creative Technology
House-01, Road-14, Sector-13
Uttara, Dhaka-1230.

University Information

Name of the Programme :

Student ID No.: Batch: Session:

Date of Publication of Result :CGPA obtained:

Personal Information

Name of the student (in Block Capital Letter):

Father's Name :

Mother's Name :

Mailing Address:

Telephone No: Mobile No:

Enclosed Papers (Put \checkmark mark)

SSC Certificate HSC Certificate B.A / B.Com/ B.SC Certificate / B.Music/ B.FA/BSS

M.A, M.Com/M.SC / Dakhil Alim Fazil Kamil 'O' level M.Music

"A" level (PVC issued from SMUCT must be returned at the time of taking delivery of

original certificate)

CONVOCATION FEE

Amount Paid Tk. Receipt No.....Date :.....

Name of the Bank with Branch:.....

.....

Signature of the Student

(CLEARANCE PART)

Director of Accounts/Authorized Officer of Accounts Section/Lalmatia/Kallayanpur Campus.

Signature with date:-----

Seal

Checked by :

Deputy Controller of Examinations

(Ar. Hosne Ara Rahman)
Registrar,SMUCT

FIRST CONVOCATION

The Shanto-Mariam University of Creative Technology, the first design based University of the region is going to hold the **First Convocation** of the university shortly. Students of Faculty of Design and Technology, Faculty of Fine and Performing Arts & Faculty of Management & General Studies who obtained the degree from the **Shanto-Mariam University of Creative Technology** are requested to register their names for attending the Convocation expected to be held soon. Convocation Registration form will available from the Reception or Admission Office (Main Building House No-01, Rd. No.14, Sector-13, Uttara, Dhaka-1230). *The Convocation Registration Form* can also be down loaded from the University **website:www.smuct.edu.bd**

The following documents are to be attached with the **Convocation Registration Form**:

1. A Convocation Registration Form (CRF) has to be duly signed by the candidate. **Four copies** of passport size **photographs** have to be attached with the CRF.
2. Photo copies of all academic certificates and transcript attested by a Class one Gazzeted Officer.
3. Those who have graduated from this University are to deposit Original or Provisional Certificates of SSC/O level, HSC/A level or equivalent certificate of SSC & HSC (Alim, Fazil) or HND certificates and those who passed Masters programme from this University should deposit SSC (O level), HSC (A level) or equivalent certificate of SSC & HSC (Alim, Fazil) or HND certificates, B.A/B.Com/B.SC/BSS or equivalent Certificates. **All original certificates will be returned to the applicant on the spot after verification.**
4. Those who obtained the Provisional Certificates from the SMUCT are to deposit the PVC with the Convocation Registration form.
5. Convocation fee of Tk. 5000.00 (Five thousands) are to be paid for Masters Programs and Tk. 4500.00 (Four thousand Five hundred) are to be paid for Honors degree. The **original bank receipt** is to be attached with the registration form. Those who did both the Bachelors & Masters degree from this University has to pay Tk.5500.00 (Five thousand Five hundred) for Convocation Registration. Convocation Registration fee can be paid in **United Commercial Bank Ltd, Sonargoan Janapath Br H#10, Sector: 11, Uttara, Dhaka** or any other branch of the same bank from outside Dhaka. Payment should be made in favour of **Shanto-Mariam University of Creative Technology, A/C No: 010513200000078**

The *actual date of the First Convocation* of SMUCT will be announced as soon as possible.

The **last date of Registration is 31st December, 2011** unless otherwise changed on some emergency grounds. None will be allowed to register after the expiry of the registration date. The University wishes that the graduates of this university will attend the Convocation and make it successful.

This notification is issued as per the directives of the University Authority.

Ar. Hosne Ara Rahman
Registrar, SMUCT