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| http://www.ugc.org/logo.gif    evsjv‡`k  wek¦we`¨vjq gÄyix Kwgkb | **University Grants Commission of Bangladesh**  UGC Bhaban, Plot#E-18/A, Agargaon, Dhaka-1207  Phone: 88-02-8181618, Fax: 8181281  Web: www.ugc.gov.bd | Passport size photo  attested  one copy |

**Application Form for Equivalence of Foreign Degree**

(Application must be filled up by computer typing and submitted with necessary documents. The rows may be expanded/deleted if necessary. Incomplete application will be rejected automatically)

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| --- | --- | --- | --- |
| 1. | Name of the Applicant | t |  |
| 2. | Father’s Name | t |  |
| 3. | Mailing Address  (With mobile phone  & e-mail) | t |  |
| 4. | Details of Degree Earned from Foreign University/Institute t | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of The Degree Obtained\* | Class/CGPA/ Grade with Scale Obtained\* | Name & Address of Degree Awarding Institution\* | Name & Address of Institution/Study Center from where Courses were Conducted\* | Date of Admission for Courses/  Programs\* | Date of  Obtaining Degree\* | Duration of Courses/Programs as are University\* | Time Required to complete Courses/  Programs\* | Total Credit/Marks and  Credit-Hours Earned\* | Remarks  (1 Credit equals to how many Lecture hours)\* |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**\* Related evidence documents must be attached**

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| --- | --- |
| 5. Required minimum educational qualification to get admission into the courses/programs for which equivalence is sought: |  |
| 6. Titles of the major/core courses/subjects in brief (subject’s contents/modules must be attached): |  |
| 7. a) Name of Bangladeshi degree(s) from any university in BD to which equivalence is applied for:  b) Purpose of application for equivalence: |  |

|  |  |
| --- | --- |
| 8. | Details of Degrees/certificates earned before this degree t |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degrees/certificates | Group/Major | Division/Class/CGPA/ Grade | Name of the Awarding Institute | Date of Issuing Degrees/certificates | Duration of Courses/Programs | Name of the Board/University & Country |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |
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**Pay order Information:**

Pay Order No.: --------------------------- Date: ­---------------------,Bank Name:------------------------------------------

**Attachments (Please prepare your documents according to the following serial)** t

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| --- | --- |
| 1. | Pay order of Taka 1,000/- (One Thousand) for each degree/certificate in favour of **“The University Grants Commission of Bangladesh”.** |
| 2. | 3(three) sets computer compose application forms along with 1(one) copy passport size photograph. |
| 3. | 1(one) set photocopies of all academic Certificates and transcripts/marksheets according to latest degree (in the case of language other than English translated documents into English must be attested by the respective diplomatic office / notary public). |
| 4. | Photocopy of passport (all used pages to prove valid visa during study period). |
| 5. | Offer letter/Enrolment letter/Student registration document/ document regarding on campus study (in order to prove the admission of the admitted foreign institute). |
| 6. | For Govt. official photocopy of Govt. Order to pursue higher studies abroad (if any). |
| 7. | Document in support of total credit/subjects, total credit-hours & courses waived/transferred (if any). |
| 8. | Detailed syllabus/module mentioning all the subjects/contents for the foreign degrees/certificates earned. |
| 9 | Applicant must submit project paper/thesis/dissertation related to degree program. (if any). |
| 10. | Applicant must fill out acknowledgement information and submit soft copy of the application form. |
| 11. | Applicant must bring all the original documents including passport which will be verified by the dealing  officer. |
| 12. | Application must be addressed to Director, Research Support and Publications, UGC, Agargaon, Dhaka. |
| 13. | Applicant must submit application within 10:30AM to 12:30PM of each working day at UGC Bhaban  (schedule is hard and fast). |
| 14. | Application processing duration is minimum 3(three) months from application submission. |
| 15. | Any queries, please contact with Deputy Director (Scholarship)/Assistant Director (Scholarship). |

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| N.B. | a) The application will be cancelled if incomplete or wrong information is provided. |
|  | b) Law, Medical and Nursing degrees are not equivalent by UGC. |

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| Applicant’s Signature |
| Date t |

**Acknowledgement**

Applicant’s Name: ­­­­­­­­­­­­­­­­­­-----------------------------------------------------------------------------------------------------------

S/o or D/o.---------------------------------------------------------------------------------------------------------------------

Degree Name: --------------------------------------------------------------------------------------------------------------------

University’s Name & Country: ---------------------------------------------------------------------------------------------

He/She has applied for his/her foreign degrees equivalence. It is now under process at University Grants Commission of Bangladesh.

Verified with Date Authorized Signature with Seal