Government of the People's Republic of Bangladesh
University Grants Commission of Bangladesh
UGC Bhaban, Plot:E-18/A, Agargaon Administrative Area
Sher-E-Bangla Nagar, Dhaka-1207, Bangaldesh
www.ugc.gov.bd

Special Declaration

i. Equivalence of Law/Pharmacy/Medical/Nursing degree is not done by the University Grants Commission (UGC) of Bangladesh (Applicants of these degrees are requested to get their foreign degree equivalence from the concerned institution: Bar Council/Pharmacy Council/BMDC/Nursing Council);

ii. Equivalence of Diploma/ACCA/CA/CMA/CPA/Online Ph.D/any professional Degree/degree obtained below three years duration is not done by UGC;

iii. Equivalence of any academic degree (even exams conducted by British Council or any other foreign institutions) obtained through Branch Campus/Study Center (situated in Bangladesh) but not having proper approval of the Government of the People's Republic of Bangladesh is not done by UGC.

Mandatory Steps and Documents List Required for Foreign Degree Equivalence

1. An applicant must set an appointment time from UGC website (**www.ugc.gov.bd**) on the box titled "Foreign Degree Equivalence" to get verified of the following papers/documents (No papers/documents will be verified without appointment time). The applicant must show all the original papers/documents. Any shortage of original papers/documents will automatically disqualify the verification process;

2. If any foreign degree documents are other than English language, translated documents into English language must be attested by the respective country's Diplomatic Office/Foreign Ministry of Bangladesh/Government authorized Notary Public. The translated foreign degree documents into English must be shown during verification;

3. Government Order/Office Order (Only for government employee/in-service person who was in job during study period);

4. Offer letter, Enrolment letter/Admission letter and Student registration document/document regarding on campus study (in order to prove the admission in that foreign institute/university);

5. Photo of the applicant (Passport size);

6. Passport(s), visa(s)/e-visa(s) with residence permission(s) of study period (all used pages to prove the valid visa/e-visa);

7. Original Certificates and Transcripts/Mark Sheets of SSC, HSC, Bachelor/M.S/M. Phil/Ph. D (If any applicant has obtained O Level and A Level or any equivalent Secondary and Higher Secondary degree other than Bangladesh, s/he must complete the equivalence from the Inter-Education Board, Dhaka before submitting Foreign Degree Equivalence Application to UGC portal);

8. Document(s) in support of total credit hours/subjects total credit hours or courses waived/transferred (if any);

9. Detailed syllabuses/course contents/modules mentioning the subject courses/course contents of modules/ topics of the obtained foreign degree(s);

10. Thesis/Dissertation/Project paper related to degree program (if any);

11. Declaration/explanation of examination(s) and course continuation(s) during Covid-19 (Only for those who obtained degree during Covid-19 period);

12. Normal application processing time is minimum 90-120 working days from the final application submission date at the UGC portal (Application processing time may be extended due to any unavoidable situation);

13. If the above conditions get befitting with the applicant, s/he must submit a Pay Order/Bank Draft amounted in 2500.00 taka for each degree/certificate equivalence in favor of *University Grants Commission (UGC) of Bangladesh*;

14. After successful verification process, the concerned Officer will allow the applicant's access to give the proper inputs or to upload the related information with authentic documents at the UGC Online Application Portal.

Note:

a. The applicant must give the proper inputs/upload the related information with authentic documents at the Online Application Portal by his/her own responsibility;

b. If there is any incomplete or irrelevant information/document/mistake provided/uploaded at the Online Application Portal, the total application process will be rejected automatically. In this case, UGC will not take any responsibility.