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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: 88-02-58160111  Web: [www.ugc.gov.bd](http://www.ugc.gov.bd) | Passport size photo  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 & Mother’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 |
|  |  |  |  |  |  |  |  |  |  |
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**\* 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 2,500/- (Two Thousand & Five Hundred)** for each degree/certificate in favour of **“University Grants Commission of Bangladesh”.** |
| 2. | 2(Two) 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 or Foreign Ministry of Bangladesh or Authorized 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)/Senior Assistant Director. |

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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