

23rd Convocation - Schedule of Ceremony Attendance Form, Photograph, and Gown

Graduating students of the 23rd Convocation are requested to follow the schedules and dates as stated below:

1. **Convocation Ceremony Attendance Confirmation Form:** Every graduating student **WHO WANTS TO BE PRESENT** in the 23rd convocation ceremony **MUST FILL UP** this form. Otherwise, the invitation card for the student (and his/her guests) will not be issued, and eventually the student will not be able to take part in the Convocation Ceremony. 'Convocation Ceremony Attendance Confirmation Form' will be available **online** ('Convocation Attendance Form' under Online Applications after you log in to the VUES portal, portal.aiub.edu, with your ID and password) from **Tuesday, 14 October 2025 up to Thursday, 6 November 2025**. After submitting the online form, a slip must be printed. **PRESERVE THE PRINTED SLIP**. This printed slip will be required at the time of card release. The release date of the card will be announced later. The last date for submitting the form is Tuesday, 6 November 2025. If you forgot your VUES ID and password or experience any other login problem, please contact VUES (www.aiub.edu/contact-us).

Car Parking: Only a limited number of cars can be parked in the designated parking area of the campus during the convocation ceremony. Those who are willing to bring their cars must register their car information in this same form. Parking will be allotted on a first-come, first-served basis. A final list of registered cars will be published later, and parking tokens will be distributed accordingly on a later date before the convocation ceremony.

****Important Note:** This is not a convocation/graduation application form. This is the convocation **CEREMONY ATTENDANCE** form. Those who are already cleared and listed for 23rd Convocation can only submit this form. This will only ensure your and your guest's ceremony attendance invitation card. If you fail to fill in this form on time, your and your guest's invitation cards will not be printed.

2. **Photograph:** 23rd Convocation Photographs can be taken on **20–25 October 2025 (12–7 PM, Friday 3–7 PM)** in AIUB Campus. After this date, no more photographs will be taken for 23rd Convocation. Each student will have to pay Tk. 250.00 for the photograph. Students are advised to be in formal attire at the time of photo shoot because this photo will be officially used in convocation documentation. Make sure you collect the money receipt and sign against your name in the list. An 8R-sized printed photograph will be provided on a later date. Contact the Photographer (**Mr. Ovick, Phone: 01673274177**). There will be no photography after the deadline.

Verification of Photographs:

Prior to souvenir printing, all the photographs will be posted on the website for final checking. Please check your photo online and notify us if there is any mistake. No claims

will be entertained afterwards if mistakes are not notified by the students on due time (TBA).

3. **Convocation Gown:**

Gown Measurement: During Convocation Photographs, the tailor will be present to take custom measurement of the Convocation gown from **20–25 October 2025**.

The payment for the gown is Tk. 1,200.00 (an additional Tk. 200 for master's programs). Payment should be made to the tailor directly, not to the office. If you miss the on-campus date, you may contact the tailor directly. If you want to take part in the convocation, you must wear the proper gown.

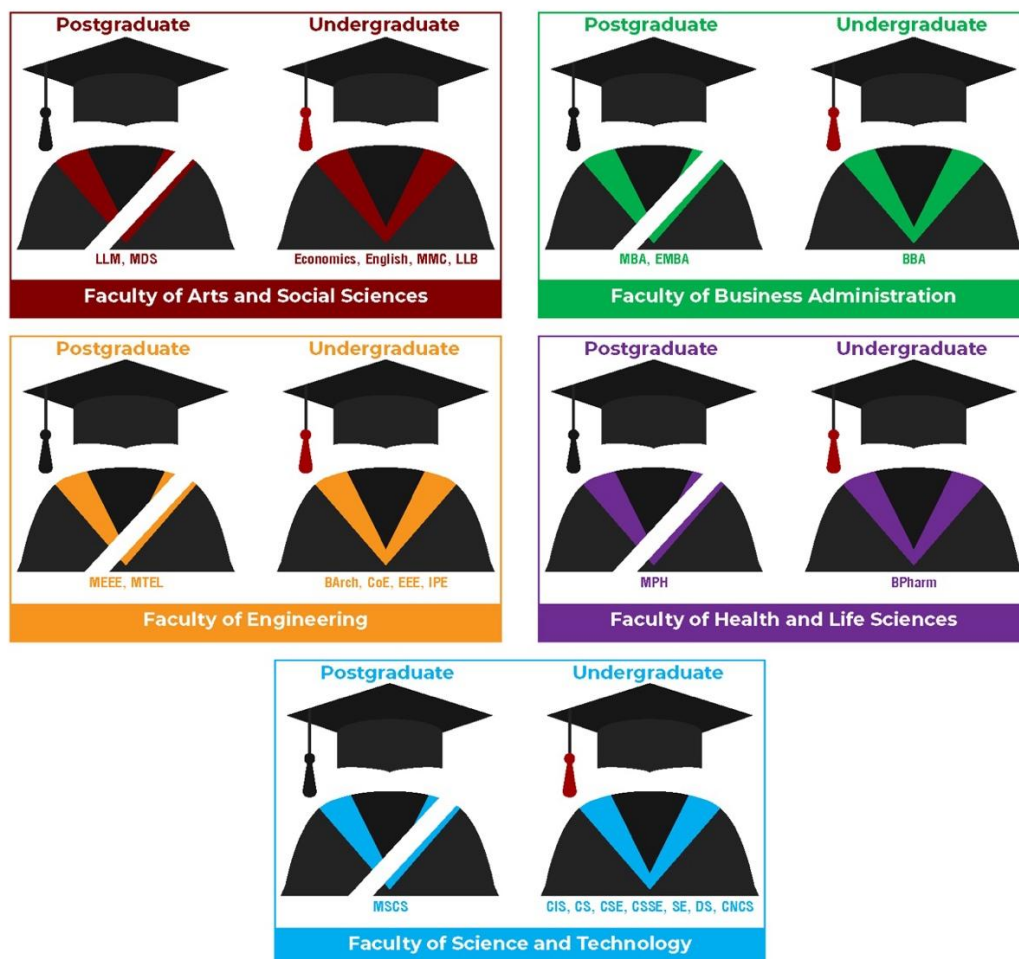
Gown Distribution: Gowns will be distributed as per the following schedule:

Date: 27–29 November 2025 & 4–6 December 2025

Venue: AIUB Campus

Time: 3:00 PM to 7:00 PM

Contact (Tailor): Mr. Alal, Phone: 01914728629



4. **Some important dates and times to remember:** You are requested to remember the following dates and relevant activities. Your participation and cooperation in the activities are very important.

Date	Time	Venue	Activity
Tuesday, October 14, 2025		Office of Records	Release of 23 rd Convocation Graduate List
14 October 2025 – 6 November, 2025		Online (Under online application in your homepage in VUES after you log in at www.aiub.edu with your username/ password)	Submit Convocation Ceremony Attendance Form (online) ** This is not a convocation application form. This is the convocation <u>CEREMONY ATTENDANCE</u> form. This will ensure your and your guest's attendance invitation card for the ceremony.
20–25 October 2025	Sat – Thu: 12–7 PM, Fri: 3 – 7 PM	AIUB Campus	Convocation Photograph
20–25 October 2025	Sat – Thu: 12–7 PM, Fri: 3 – 7 PM	AIUB Campus	Gown Measurement
Monday, November 3, 2025		Office of Records	Release of Tentative Awardee List
November 27–29 & December 4–6, 2025	3 PM – 7 PM	AIUB Campus	Gown Distribution Mr. Alal, Phone: 01914728629
Thursday, 11 December 2025	3:00 PM	AIUB Campus	Rehearsal with tentative awardees
Saturday, 13 December 2025	8:30 AM	AIUB Campus	The 23rd Convocation Ceremony

For further information and clarification, please contact the Office of Student Affairs, Level 3, Building C. (Email: osa@aiub.edu)