

13th Convocation Notice

Students who are **expected** to complete the graduation requirement within **FALL 2012-2013**, are requested to fill up Form for 13th convocation online **by August 31, 2012**.

For any further queries, please contact:

Office of Records
Administration Building [4th Floor]
Phone: 8811749, 8815386 Ext – 148
Email: records@aiub.edu

Online Convocation application process

Step – 1

Log in to your student Account.



Step – 2

Click the Convocation Application Link.



Step – 3

Fill up the form carefully as instructed and submit the form.



Step – 4

Print the confirmation form.



Step – 5

Show the confirmation slip to the accounts department to collect your payment slip. Students are requested to preserve the confirmation slip for further reference.

13th Convocation Students

Please Check out!!!!

Before Submitting the 13th Convocation Request Form

1. The Minimum CGPA of the students for joining the **13th Convocation** is as follows:

I. Bachelor Degree Programs : **2.75**

II. Master Degree Programs: : **2.75**

2. Check List (If you have any of the following problem please contact VUES)

- NC, UW, W, Retake, F.
- # of Credit Completed.
- Course Completed by Curriculum.
- Unmapped Course
- For transferee and students who changed department, check # of credits transferred and completed.

3. Students, who have **withdrawn** their original documents, are requested to submit the same after filing the **Convocation request form**.

Total Credit by Curriculum

Department	Without Major	Single Major	Double Major	Single Major + Minor
BBA		126	144	138
MBA		60	72	
AMBA		55		
EMBA	36	45		
COE		132		
CS		130		
CSE		148		
CSSE		142		
CIS		129		
EEE		145		
ARCHI		176		
SE		129		
BA(ADV, ENG, MCMA)		120		
MSCS		36		
MTEL		36		
MPH		51		

Convocation Fee:

For Under Graduate : 4000
For Graduate : 3900

Last Date of Submission: August 31, 2012