



Sher-e-Bangla Agricultural University
DHAKA, BANGLADESH



2ND CONVOCAION 2027

Student *User Guide*

Online registration, payment and your Smart ID Card: every step, shown on the real convocation portal.

✓ Check eligibility

✓ Sign up & OTP

✓ Register

✓ Pay online

✓ Print your ID card



CONVOCAION DAY

Saturday, 06 February 2027 · 10:00 AM

REGISTRATION

14 October – 21 November 2026

EDITION

October 2026



WELCOME, GRADUATE

Everything you need, in one place

This guide walks you through the online registration for the **2nd Convocation 2027** of Sher-e-Bangla Agricultural University: from checking your eligibility to entering the venue on convocation day. Every picture is taken from the live portal, so what you see here is what you will see on your screen.

Keep these ready

- ✓ **Registration No** exactly as on the university's eligible list (e.g. 17-08123)
- ✓ Your own **email address** and a Bangladeshi **mobile number**: the one-time password (OTP) is sent to both, and each can be used for one account only
- ✓ A recent **photo** (JPG / PNG, up to 2 MB) and your **signature** (JPG / PNG, up to 1 MB)
- ✓ A way to pay: **bKash, Nagad, Rocket**, other mobile banking, a **Visa / Master card** or net banking

REGISTRATION WINDOW

14 Oct – 21 Nov 2026

Register and pay before it closes

CONVOCATION DAY

Sat, 06 Feb 2027 · 10:00 AM

Sher-e-Bangla Agricultural University, Dhaka

TIME NEEDED

About 10 minutes

Sign up, form and payment in one sitting

Contents

The process at a glance (flowchart)	3
Step 1 · Open the portal & check your eligibility	4
Step 2 · Sign up with your Registration No	5
Step 3 · Verify the one-time password (OTP)	6
Step 4 · Fill in the registration form	7
Step 5 · Pay the fee online	10
Step 6 · Your dashboard	12
Step 7 · Print your Smart ID Card	13
Step 8 · My Information, corrections & photo	14
Step 9 · My Career & another degree	15
Logging in, password & using your phone	16
Faculty members & officers	17
Fees at a glance & convocation-day rules	18
Troubleshooting, FAQ & checklist	19
Help & contact	20

Reading this guide



Gold numbers on a picture match the numbered notes beside it



Tip



Important



Good to know



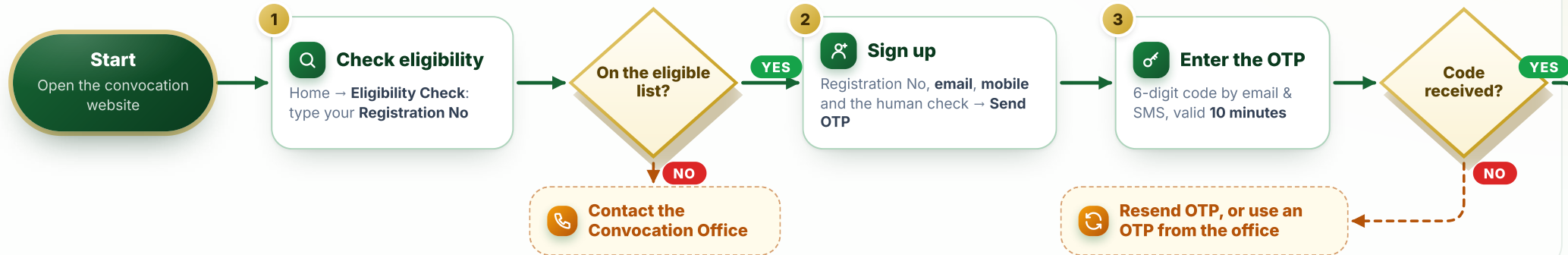
Online Registration — Process Flow

From checking your eligibility to entering the convocation by your gate, in one page.

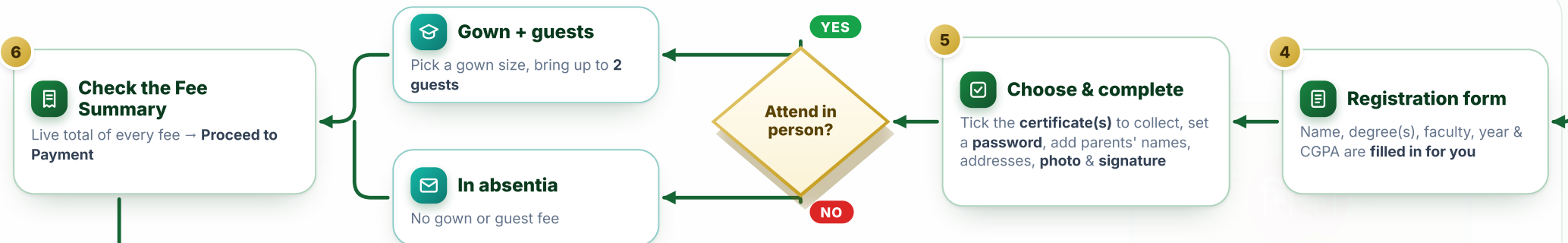
REGISTRATION
14 Oct – 21 Nov 2026CONVOCATION DAY
Sat, 06 Feb 2027 · 10 AM

● Start / finish □ Step ◇ Decision ▭ If something goes wrong

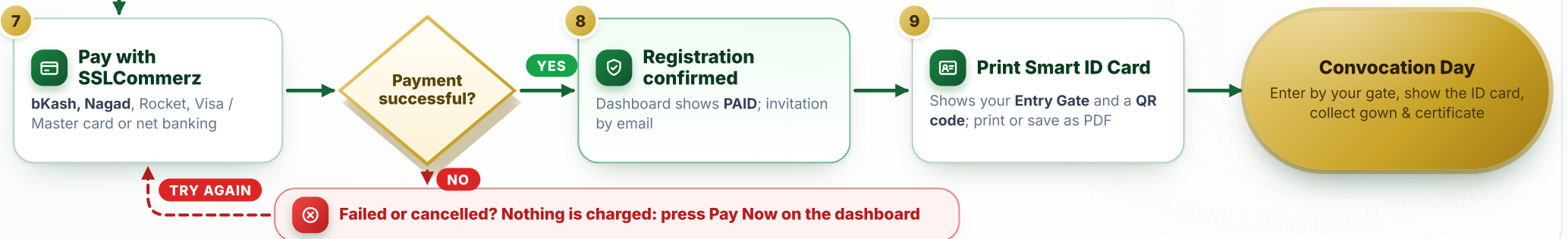
1 GET STARTED



2 REGISTER



3 PAY & ATTEND





1

STEP 1 OF 9 · GET STARTED

Open the portal & check your eligibility

Open the convocation website. When registration is open, the home page shows a gold **"Registration is OPEN now"** button and a countdown to the closing date.



- 1 **Registration is OPEN now** starts the sign up.
- 2 **Register** in the top menu does the same.
- 3 **Login** is for later visits, once you have an account.

**Not sure you can register?**

Scroll down to **Eligibility Check** (or choose it in the menu), type your Registration No and press **Check Eligibility**. It tells you whether you are on the list and whether you have registered yet.

**Who can register**

The green banner shows which sessions are eligible for this convocation.

ELIGIBILITY

Check Your Eligibility

Enter your registration number to see whether you are eligible to attend the convocation.



WHO CAN REGISTER

Students of sessions 2015 to 2025 can register for this convocation.

**You are eligible to attend!**

Name	Farzana Yasmin
Faculty	Faculty of Agriculture
Degree	B. Sc. Ag. (Hons.)
Registration	Not yet registered

You are on the eligible list but have not completed convocation registration yet.



2

STEP 2 OF 9 · CREATE YOUR ACCOUNT

Sign up with your Registration No

Choose **Graduate**, then enter the details the university has on record. The panel on the right shows every fee as set by the Convocation Office.

The screenshot displays the 'Convocation portal /signup' page. It is divided into two main sections: a registration form on the left and a 'Fees & entitlements' panel on the right.

Registration Form (Left):

- Step 1: I AM REGISTERING AS** - Three tabs are visible: **Graduate** (selected), Faculty Member, and Officer.
- Step 2: Please read before you continue** - A warning box with three points:
 - Enter a **valid mobile number** and **email**. Without a valid mobile, the OTP goes to your email only.
 - The same mobile number or email **cannot be used twice**.
 - An OTP is sent only if your **Registration No** is in the eligible list.
- Step 3: Registration No *** - Input field containing '17-08123'.
- Step 4: Email Address *** - Input field containing 'tanvir.demo@example.com'.
- Step 5: Mobile Number** - Input field containing '01712345678'.
- Step 6: Human verification *** - A math problem: $6 - 2 = ?$ with a box containing '4'. Below it, text says 'Please solve the sum above to confirm you are not a robot.'
- Step 7: Send OTP** - A large green button with a right arrow.
- Footer:** 'Already have an account? [Log in](#)'
- Bottom Bar:**
 - Got an OTP from the office? Enter it here instead.
 - Faculty member or officer? Register on the staff form.

Fees & entitlements Panel (Right):

As set by the Convocation Office

- Registration fee** (ONE-TIME): ₳1,000
- Certificate fee** (for each degree):
 - Honours degree: ₳500
 - Masters degree: ₳700
- IF YOU ATTEND IN PERSON**
 - Academic gown: ₳500
 - Guests allowed: **Up to 2 guests**
 - Guest pass (entry + lunch): ₳300 each
- AT A GLANCE**
 - One Honours degree: ₳1,500
 - + gown & 2 guests: **₳2,600**
- Payment Info:**
 - Pay securely online after the last step — mobile banking, cards or net banking.
 - Attending in absentia? No gown or guest fee is charged.

- 1 I am registering as:** keep **Graduate** selected. Faculty members and officers use their own tab (page 17).
- 2 Registration No:** exactly as on your mark sheet / the eligible list.
- 3 Email and Mobile:** the OTP goes to both. Without a valid mobile it goes to your email only.
- 4 Human verification:** solve the small sum shown (for example $2 + 6 = 8$).
- 5** Press **Send OTP**.
- 6 Fees & entitlements:** what you will pay, live from the Convocation Office settings.

**An OTP is sent only for an eligible Registration No.**

The same email or mobile number cannot be used for two accounts. If the number is not found, contact the Convocation Office.



3

STEP 3 OF 9 · VERIFY IT IS YOU

Verify the one-time password (OTP)

A 6-digit code is sent to your email and by SMS to your mobile. Type it in and press **Verify**.

Convocation portal /signup/otp

Sher-e-Bangla Agricultural University
2ND CONVOCAION 2027

2ND CONVOCAION 2027

Enter your OTP

1. We sent a 6-digit code to t*****@example.com and 017****678.

2. Enter OTP

3. Complete registration

An OTP has been sent to your mobile and email.

6-digit OTP *

2. Verify →

The code is valid for 10 minutes.

3. Didn't get it? Resend OTP

1 The page shows where the code was sent (partly hidden for your privacy).

2 Type the **6-digit code** and press **Verify**. The code is valid for **10 minutes**.

3 **Didn't get it? Resend OTP** sends a new code.



Waiting for the code?

SMS can take a minute. Check your email's **Spam / Promotions** folder too.



OTP from the office

If no code reaches you, the Convocation Office can issue one. On the sign-up page choose **"Got an OTP from the office? Enter it here instead."**



Never share the code

The university will never ask for your OTP by phone or message.



Stay in the same browser

Sign up, OTP and the form are one session: finish them on the same device.



Code expired?

Press

Resend OTP

for a fresh one; after too many quick tries, wait a minute.



STEP 4 OF 9 · REGISTER

Fill in the registration form

The form opens straight after the OTP. Your academic record is **fetched from the university database**: you do not type it.

Convocation portal /signup/register

Registration Form

Step 3 of 3 — complete your details & pay

1

Login Credentials
Set a password to log in next time.

Password *

Confirm Password *

2

Academic Information & Certificates
Fetched from the university database for Registration No 17-08123.

You have **2 certificates**. **Tick only the certificate(s) you want to collect in this convocation**. You pay a certificate fee for each one ticked, and all ticked certificates are delivered together in one envelope.

Name
Tanvir Ahmed Chowdhury

☒ **CERTIFICATE 1 · HONOURS**

Degree	Faculty	Department
B. Sc. Ag. (Hons.)	Faculty of Agriculture	—
Passing Year	CGPA	Certificate Fee
2022	3.72	₹500.00

☒ **CERTIFICATE 2 · MASTERS**

Degree	Faculty	Department
Master of Science in Agronomy	Faculty of Agriculture	Department of Agronomy
Passing Year	CGPA	Certificate Fee
2024	3.85	₹700.00

Registering for 2 of 2 certificate(s).

- 1 Login Credentials:** choose a password (8+ characters). You will use it with your email or Registration No to log in later.
- 2 Academic Information:** name, degree, faculty, department, passing year and CGPA from university records.
- 3 Certificate 1:** each degree you earned is listed as a certificate with its fee.
- 4 Certificate 2:** graduated in more than one degree? **Tick only the certificates you want to collect** at this convocation. Each ticked one adds its fee; all of them are delivered together in one envelope.

**Something wrong in your record?**

Finish registering, then use **My Information** → **Report a mistake** (page 14). The office will correct it.

**Only one degree?**

Then there is nothing to tick: your certificate is included automatically.



4

STEP 4 CONTINUED

Personal details, photo & attendance

Convocation portal /signup/register

1 Personal Information

Father's Name * Abdul Karim Chowdhury

Mother's Name * Rokeya Begum

Mobile 01712345678

Blood Group B+

Present Address * House 12, Road 5, Mohammadpur, Dhaka-1207

Permanent Address * Village Shibpur, Upazila Sadar, Narsingdi

2 Photo * Choose File photo.png

JPG, JPEG, or PNG only (avoid PDF, GIF, or BMP). Max 2 MB. You can change this later from **My Information**.

3 Signature * Choose File signature.png

JPG, JPEG, or PNG only (avoid PDF, GIF, or BMP). Max 1 MB. You can change this later from your dashboard.

4 Convocation

Choose how you will attend. Gown and guest passes apply only for in-person attendance.

Attendance * Attend in person

5 Gown Size L

6 Guests 2

Each guest gets an entry pass + lunch coupon.

- 1 Personal Information:** father's and mother's names, mobile, blood group and addresses.
- 2 Photo:** a clear, recent, front-facing photo (JPG / PNG, max 2 MB). It is printed on your ID card.
- 3 Signature:** sign on white paper and take a photo or scan (JPG / PNG, max 1 MB).
- 4 Attendance:** **Attend in person** or **In absentia**.
- 5 Gown Size** (S to 4XL): in person only.
- 6 Guests:** up to 2. Each guest gets an entry pass and a lunch coupon.

**In absentia?**

If you will not attend, choose **In absentia**: no gown or guest fee is charged.

**A good photo**

Plain light background, face clearly visible, no sunglasses or cap. You can replace it later from **My Information**.



4

STEP 4 CONTINUED

Professional information & fee summary

1

Professional Information (optional)

Tell us what you do now. You can leave this blank and add or update it anytime from your dashboard — including when you get promoted.

Designation

Scientific Officer

Organization

Bangladesh Agricultural Research Ins

Employment Status

Employed

Organization Type

Government

Sector / Industry

Agricultural research

Job Location

Gazipur

Work Email

name@organization.com

Work Phone

LinkedIn / Professional Profile

<https://www.linkedin.com/in/...>

2

Fee Summary

Registration Fee	₹1,000.00
Certificate Fee — B. Sc. Ag. (Hons.) (Honours)	₹500.00
Certificate Fee — Master of Science in Agronomy (Masters)	₹700.00
Convocation Gown Fee	₹500.00
Guest Pass Fee (2 × ₹300.00)	₹600.00
Total Payable	₹3,300.00

3

Proceed to Payment →

1

Professional Information is optional: your designation, organisation and job details. Leave it blank if you like and add it later from **My Career**.

2

Fee Summary updates live as you tick certificates and choose gown and guests. Check the **Total Payable**.

3

Press **Proceed to Payment** →. Your account is created and you go straight to the secure payment page.

THIS EXAMPLE

Registration fee (once)	₹1,000
Honours certificate	₹500
Masters certificate	₹700
Gown (in person)	₹500
2 guests × ₹300	₹600
Total payable	₹3,300

**The amount is checked again before you pay**

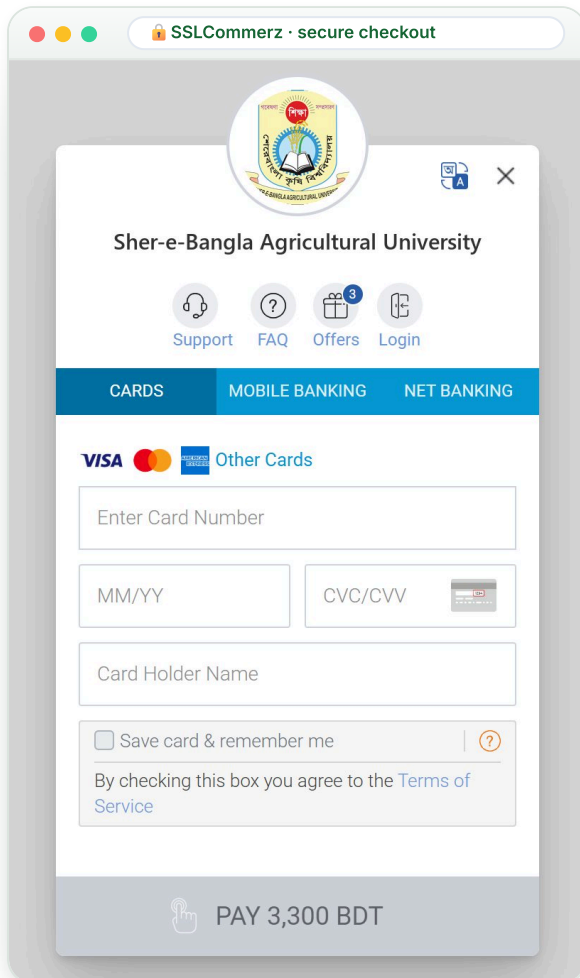
The portal works out the total from the Convocation Office's fee settings, never from the form, so the gateway always charges the correct amount.

5

STEP 5 OF 9 · PAY

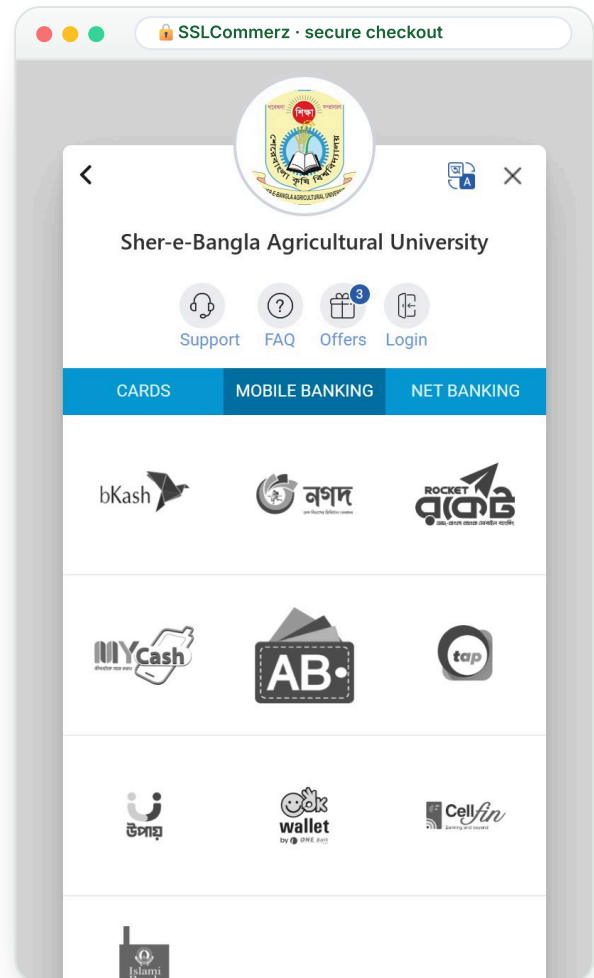
Pay the fee online

Payment is handled by **SSLCommerz**, Bangladesh's licensed payment gateway. Choose how you want to pay; the amount comes from the portal and cannot be changed on the payment page.



The screenshot shows the 'SSLCommerz · secure checkout' page for Sher-e-Bangla Agricultural University. The university's logo is at the top. Below it are links for Support, FAQ, Offers, and Login. A navigation bar has three tabs: CARDS, MOBILE BANKING, and NET BANKING. The 'CARDS' tab is selected. Under this tab, there are logos for VISA, Mastercard, and 'Other Cards'. Below these are input fields for 'Enter Card Number', 'MM/YY', 'CVC/CVV', and 'Card Holder Name'. There is a checkbox for 'Save card & remember me' and a link to 'Terms of Service'. At the bottom, a large button says 'PAY 3,300 BDT'.

Cards: Visa, Master card, Amex and other cards.



The screenshot shows the 'SSLCommerz · secure checkout' page for Sher-e-Bangla Agricultural University. The university's logo is at the top. Below it are links for Support, FAQ, Offers, and Login. A navigation bar has three tabs: CARDS, MOBILE BANKING, and NET BANKING. The 'MOBILE BANKING' tab is selected. Below this tab, there are logos for various mobile banking services: bKash, Nagad, Rocket, MYCash, AB, tap, UPI, wallet, and Cellfin.

Mobile banking: bKash, Nagad, Rocket, upay and more.

PAYING WITH BKASH, NAGAD OR ROCKET

- 1 Choose the wallet**
Mobile Banking tab → tap its logo
- 2 Your wallet number**
Enter the number of your account
- 3 Code & PIN**
Type the verification code sent to you, then your PIN
- 4 Back automatically**
You return to the portal, logged in

**When the payment succeeds**

You see **"Payment successful!"** and your Smart ID Card. An **SMS** confirms it on your mobile, and your **payment slip** (with QR code, PDF attached) arrives by email.

**Please do not**

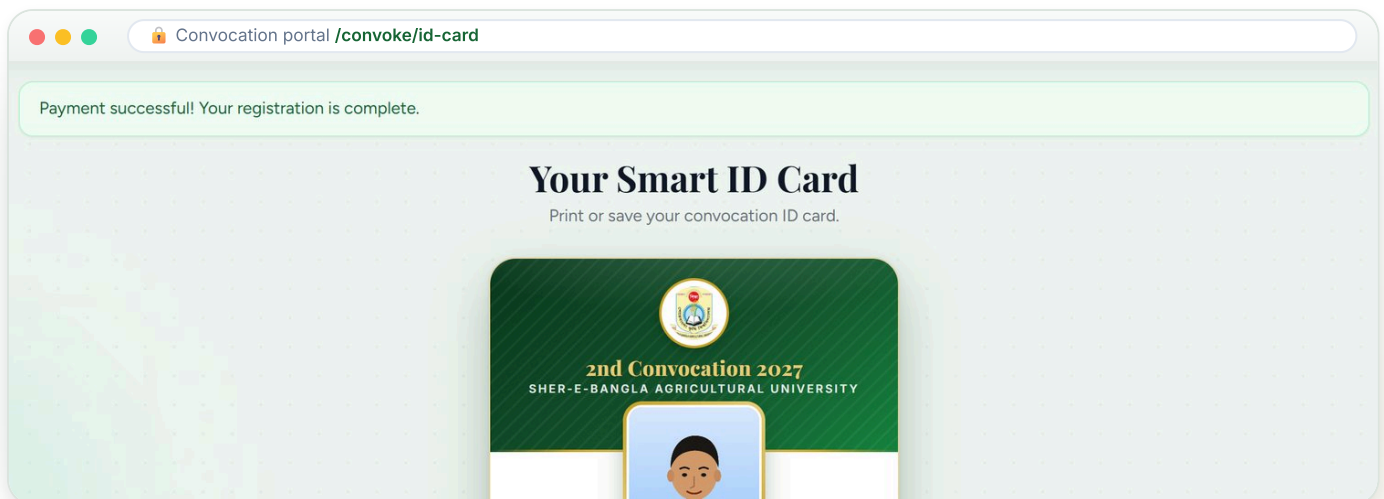
close the window or press Back while the payment is processing, and do not pay a second time if the result is unclear (see the next page).

The payment page carries the university's name and logo, so you always know you are paying Sher-e-Bangla Agricultural University.

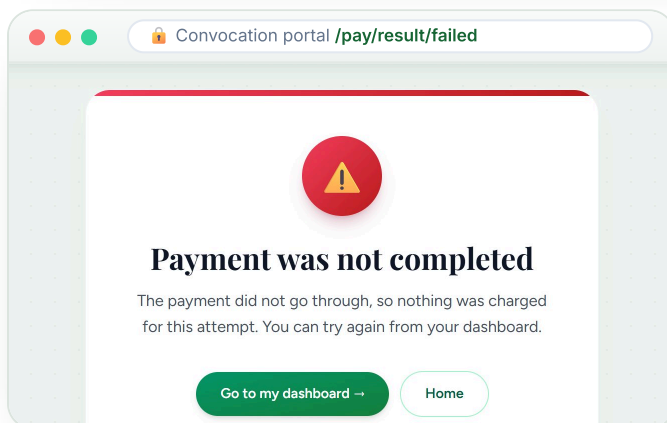
5

STEP 5 CONTINUED

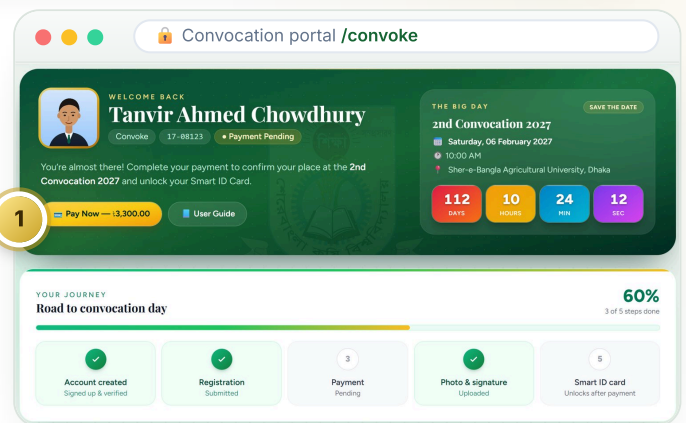
After you pay, or if it did not go through



Payment confirmed: you return to the portal with your Smart ID Card ready.



Failed or cancelled: **nothing was charged.**



1 Pay any time from your dashboard with **Pay Now**.

YOUR DASHBOARD SHOWS	WHAT IT MEANS	WHAT TO DO
✓ PAID · Registration Confirmed	The gateway confirmed your payment.	Print your Smart ID Card (Step 7).
• Payment Pending	No confirmed payment yet.	Press Pay Now . If money was already taken, see below.
✗ Failed / cancelled	The attempt did not complete; nothing was charged.	Press Pay Now to try again.

Money taken but the dashboard still says "Payment Pending"?

Do not pay again. The portal asks SSLCommerz about unconfirmed payments every few minutes and confirms them automatically, and pressing **Pay Now** checks your earlier attempt first. If it is still pending after an hour, contact the office with your **transaction ID** (from the SMS / email of your bank or wallet).



6

STEP 6 OF 9 · YOUR HOME ON THE PORTAL

Your dashboard

Log in any time to see where you stand. The menu at the top takes you to Dashboard, My Information, My Career and your ID Card.

The dashboard is titled "Convocation portal /convoke". It features a welcome message for Tanvir Ahmed Chowdhury, with a "WELCOME BACK" and "Tanvir Ahmed Chowdhury" header. Below the name, it shows "Convoke 17-08123" and "Registration Confirmed". A message states: "You're all set, graduate! Your seat at the 2nd Convocation 2027 is reserved. Print your Smart ID Card and get ready to celebrate your achievement." There are two buttons: "View / Print ID Card" (labeled 1) and "User Guide". To the right, "THE BIG DAY" section shows "2nd Convocation 2027" on "Saturday, 06 February 2027" at "10:00 AM" at "Sher-e-Bangla Agricultural University, Dhaka". A countdown timer shows "112 DAYS", "10 HOURS", "23 MIN", and "43 SEC". A "SAVE THE DATE" button is also present. Below this, "YOUR JOURNEY" section shows a progress bar at "100%" (labeled 4) with the text "Road to convocation day" and "5 of 5 steps done". The journey steps are: "Account created Signed up & verified", "Registration Submitted", "Payment Confirmed", "Photo & signature Uploaded", and "Smart ID card Ready to print".

- 1 **View / Print ID Card** after payment, or **Pay Now** while the fee is unpaid.
- 2 **The Big Day:** date, time, venue and a live countdown.
- 3 **Your journey:** five steps from account to ID card, ticked as you finish them.
- 4 **100%** means you are ready for convocation day.

The "My Registrations" section shows a registration for "B. Sc. Ag. (Hons.) (Honours), Master of Science in Agronomy (Masters)" with a "PAID" badge. It includes details like "17-08123 · 2 certificates", "₹3,300.00", "In person", and "2 guests". There are buttons for "View / Print ID Card" and "+ Register another degree". Below this, a "A moment to remember" section with a star icon says: "Years of hard work, one proud day. Invite your family, wear the gown, and walk the stage you've earned — we can't wait to celebrate with you." The "Notice Board" section shows 3 updates. The first update, dated 16 OCT, is titled "Convocation 2027 Registration Schedule Announced" and is pinned. The second update, also dated 16 OCT, is titled "Guidelines for Registration Fee Payment". The third update, dated 16 OCT, is titled "Smart ID Card Collection Notice".

My Registrations shows each registration with its PAID / UNPAID badge, amount, attendance and guests. The **Notice Board** carries announcements from the Convocation Office: check it regularly.

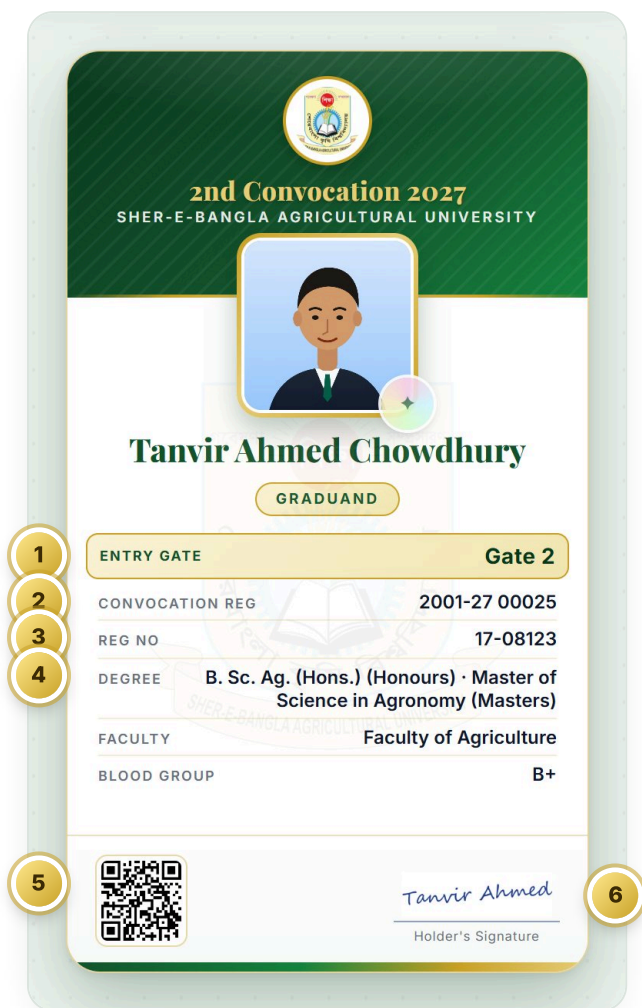


7

STEP 7 OF 9 · YOUR ENTRY PASS

Print your Smart ID Card

Your card is ready as soon as the payment is confirmed. Open **ID Card** in the menu and press **Print ID Card** to print it or save it as a PDF.



- 1 **Entry Gate:** the gate you enter by on convocation day, set by the office for your level / degree.
- 2 **Convocation Reg:** your convocation serial number.
- 3 **Reg No:** your university Registration No.
- 4 **Degree:** every certificate you registered for, on one card.
- 5 **QR code:** scanned at the gate and the verification booth to confirm the card is genuine.
- 6 **Holder's Signature:** from the signature you uploaded.

**Printing tips**

Print in **colour** on thick paper (or card), at actual size. Laminating keeps the QR code readable. Keep the PDF on your phone as a backup.

**Card not showing yet?**

Sometimes the office publishes ID cards a little later. Your dashboard then shows a note telling you when.

ON CONVOCATION DAY

1

Find your gate

Printed on your card:
Entry Gate

2

Show the card

With your National ID or
student ID

3

QR check

Scanned at the
verification booth

4

Collect & enter

Gown, kit, then take
your seat

**Bring it on convocation day**

The printed ID card is required for entry, together with your National ID or student ID.

**Lost or damaged?**

Log in and print it again at any time: the QR code stays the same.



8

STEP 8 OF 9 · YOUR RECORD

My Information, corrections & photo

Your academic details come from university records and are **read-only**. You can still change your photo and signature, and ask for a correction.

Convocation portal /convoke/academic

My Information

Your details are fetched from the university records and cannot be edited here. If something is wrong, use **Report a mistake** below.

Photo & Signature

These appear on your Smart ID Card. You can upload or replace them anytime.

PHOTO

SIGNATURE

3 Academic Information

NAME	REGISTRATION NO	BLOOD GROUP
Tanvir Ahmed Chowdhury	17-08123	B+

CERTIFICATE 1 · HONOURS

Degree	Faculty	Department
B. Sc. Ag. (Hons.)	Faculty of Agriculture	—
Passing Year	CGPA	
2022	3.72	

CERTIFICATE 2 · MASTERS

Degree	Faculty	Department
Master of Science in Agronomy	Faculty of Agriculture	Department of Agronomy
Passing Year	CGPA	
2024	3.85	

1 Read-only: the record cannot be edited here, so it always matches the university's.

2 Update: replace your photo or signature at any time; the ID card uses the new one.

3 Academic Information: each certificate with degree, faculty, department, year and CGPA.

Found a mistake?

Tell the convocation office what is wrong and what it should be. They will review and correct it.

[Report a mistake](#)

Found a mistake? Press **Report a mistake**, say what is wrong and what it should be. The office reviews it and corrects your record.



9

STEP 9 OF 9 · STAY CONNECTED

My Career & another degree

Keep your professional details up to date for the alumni record, and register an extra degree that has its own Registration No.

Convocation portal /convoke/career

My Career

Keep your professional information up to date. When you get promoted or change jobs, add the new position — your previous one is kept as history.

+ Add 1 promotion / position

2 CURRENT POSITION Edit Delete

Scientific Officer at Bangladesh Agricultural Research Institute (BARI)

ORGANIZATION TYPE Government	EMPLOYMENT STATUS Employed	SECTOR Agricultural research
LOCATION Gazipur	SINCE Oct 2026	

- + Add promotion / position:** log a new job or promotion. Keep **"This is my current position"** ticked and the old one moves to your career history.
- Current Position:** shown at the top; use **Edit** to fix a typo.



Optional

Career details are never required for the convocation; they help the university stay in touch with its graduates.

Register another degree

If you also graduated under a **different Registration No:**

- Open **Another degree** on your dashboard.
- Type that Registration No and press **Check**; its details are fetched for you.
- The fee is shown: the one-time **registration fee is not charged again** ("already paid").
- Press **Proceed to Payment** and pay as in Step 5.

Convocation portal /convoke/add-degree

Register for Another Degree

Enter the Registration No of the additional degree/certificate you completed. The one-time registration fee is not charged again.

18-09456 Check

Name
Farzana Yasmin

Degree B. Sc. Ag. (Hons.) (Honours)	Department —	Passing Year 2023	CGPA —
---	-----------------	----------------------	-----------

Registration Fee ₹0.00 (already paid)

Certificate Fee — B. Sc. Ag. (Hons.) (Honours) ₹500.00

Total Payable ₹500.00

Photo (optional — reuses your profile photo if blank)

Choose File No file chosen

JPG, JPEG, or PNG only (avoid PDF, GIF, or BMP). Max 2 MB.

Proceed to Payment →



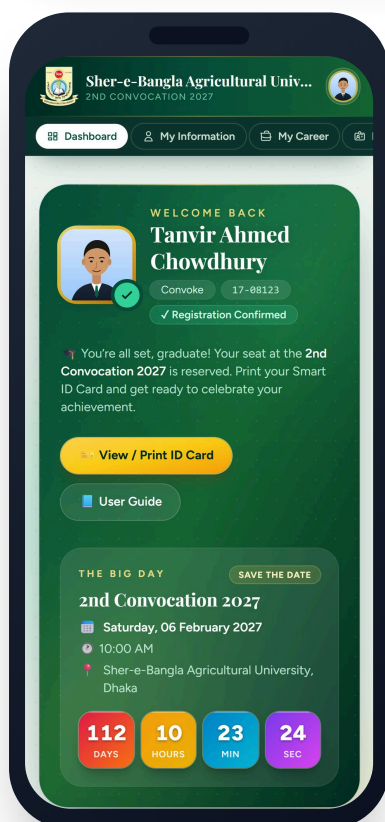
COMING BACK

Logging in, passwords & your phone

- 1 **Email or Student ID:** either works.
- 2 **Password:** the one you chose on the registration form.
- 3 **Forgot password?** sends a reset link to your email.
- 4 Press **Log in**.

**Change your password or email**Open your name (top right) → **Profile**.**Shared computer?**

Log out from the menu under your name when you finish.

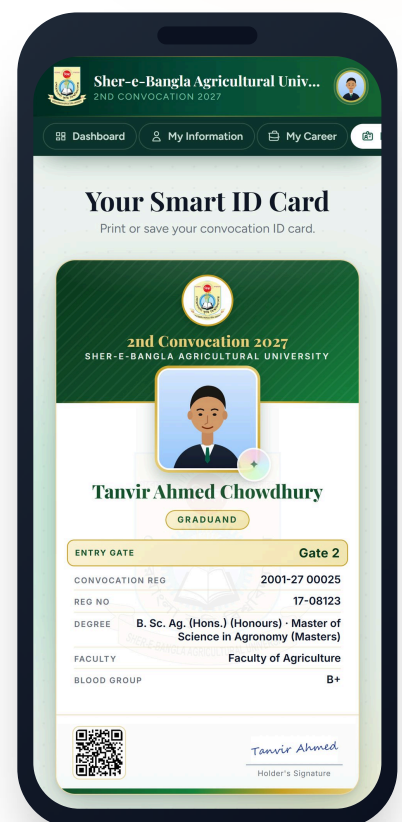


ON YOUR PHONE

The whole portal works on a mobile

Sign up, pay with bKash or Nagad and open your ID card from any smartphone browser. The menu sits in a scrolling bar under the header.

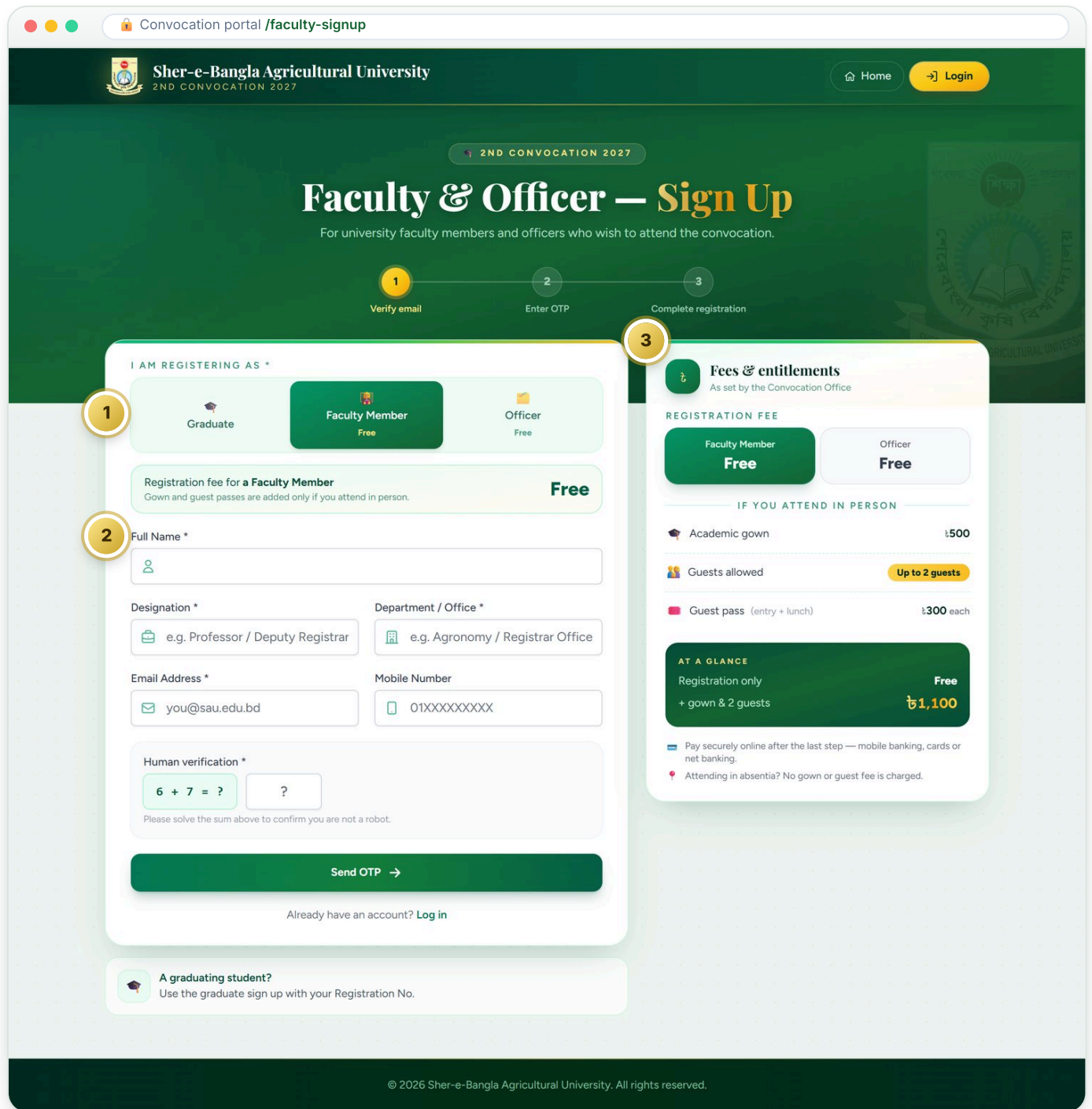
- ✓ Add the site to your home screen for one-tap access
- ✓ Keep the ID card PDF on your phone as a backup
- ✓ Use a printer for the card you bring on the day



FOR UNIVERSITY STAFF

Faculty members & officers

Teachers and officers who attend the convocation register on their own form. Choose **Faculty Member** or **Officer** on the sign-up page (or follow “**Faculty member or officer? Register on the staff form**”).



Convocation portal /faculty-signup

Sher-e-Bangla Agricultural University
2ND CONVOCATION 2027

Home Login

2ND CONVOCATION 2027

Faculty & Officer — Sign Up

For university faculty members and officers who wish to attend the convocation.

1 Verify email 2 Enter OTP 3 Complete registration

I AM REGISTERING AS *

1 Graduate Faculty Member Free Officer Free

Registration fee for a Faculty Member
Gown and guest passes are added only if you attend in person. Free

2 Full Name *

Designation * Department / Office *

e.g. Professor / Deputy Registrar e.g. Agronomy / Registrar Office

Email Address * Mobile Number

you@sau.edu.bd 01XXXXXXXXX

Human verification *

6 + 7 = ? ?

Please solve the sum above to confirm you are not a robot.

Send OTP →

Already have an account? Log in

A graduating student?
Use the graduate sign up with your Registration No.

Fees & entitlements

As set by the Convocation Office

REGISTRATION FEE

Faculty Member Free Officer Free

IF YOU ATTEND IN PERSON

Academic gown 500

Guests allowed Up to 2 guests

Guest pass (entry + lunch) 300 each

AT A GLANCE

Registration only Free

+ gown & 2 guests 1,100

Pay securely online after the last step — mobile banking, cards or net banking.

Attending in absentia? No gown or guest fee is charged.

© 2026 Sher-e-Bangla Agricultural University. All rights reserved.

- 1 Pick **Faculty Member** or **Officer**.
- 2 Enter your name, designation, department / office, email and mobile, then the OTP.
- 3 The fee panel shows the staff registration fee and the optional gown and guest fees.

**Then the same steps**

After the OTP: a short form (photo, attendance, gown, guests), payment, and your ID card with your own entry gate.



GOOD TO KNOW

Fees at a glance

ITEM	WHEN IT APPLIES	AMOUNT
Registration fee	Once per graduate	₹1,000
Certificate fee: Honours	Per Honours certificate you register for	₹500
Certificate fee: Masters	Per Masters certificate	₹700
Certificate fee: PhD	Per PhD certificate	₹1,500
Convocation gown	Attending in person	₹500
Guest pass (entry + lunch)	Per guest, up to 2	₹300 each

Amounts are set by the Convocation Office and may change; the portal always shows the current figures in the Fee Summary before you pay, and charges exactly that.

On convocation day

GUIDELINES

Convocation Guidelines

PROVISIONAL CERTIFICATE

All graduates must surrender their Provisional Certificate at the registration desk before entering the convocation hall. The original certificate will not be handed over without surrendering the provisional one.



ALLOWED

You may bring

- ✓ Printed Smart ID Card
- ✓ National ID / Student ID
- ✓ Registration money receipt
- ✓ Convocation gown and cap



PROHIBITED

Not allowed

- ✗ Bags, backpacks and handbags
- ✗ Mobile phones inside the hall
- ✗ Cameras and selfie sticks
- ✗ Food and beverages

From the **Guidelines** section of the home page: bring your printed ID card and your National ID / student ID; the provisional certificate is surrendered at the registration desk; leave bags, cameras and food behind.



SOMETHING NOT WORKING?

Troubleshooting & FAQ

"Registration No was not found in the eligible list"

Your record is not on the list yet, or the number differs. Contact the Convocation Office with your mark sheet; they can add or correct it.

The OTP did not arrive

Wait a minute and check Spam. Press **Resend OTP**. Still nothing? Ask the office for an OTP and use **"Got an OTP from the office?"** on the sign-up page.

"This email / mobile is already used"

Each email and mobile can belong to one account only. Use another, or log in if you already registered.

Money was taken but my registration is unpaid

Do not pay again. The portal confirms such payments automatically within minutes; **Pay Now** also checks the earlier attempt first. Contact the office with the transaction ID if it stays pending.

The payment failed or I cancelled it

Nothing was charged. Press **Pay Now** on the dashboard whenever you are ready.

Is my card / wallet information safe?

Yes. You pay on SSLCommerz's secure page; the portal never sees your card number, PIN or wallet password.

I forgot my password

On the login page press **Forgot password?** and follow the link sent to your email.

My name / CGPA / degree is wrong

My Information → Report a mistake. The office checks it against the records and corrects it.

I want to change my photo or signature

My Information → Update. The ID card uses the new image straight away.

I cannot see my ID card

It appears only after the payment is confirmed. If the office has not published cards yet, the dashboard tells you when.

I have a second degree with another Registration No

Log in and use **Register another degree**. The one-time registration fee is not charged again.

Which browser should I use?

Any up-to-date Chrome, Edge, Firefox or Safari, on a computer or phone.

**Ready for convocation day?**

- | | |
|---|--|
| ☐ Dashboard shows PAID · Registration Confirmed | ☐ Smart ID Card printed in colour |
| ☐ You know your Entry Gate | ☐ National ID or student ID in your pocket |
| ☐ Provisional certificate to surrender | ☐ Arrive early: 10:00 AM , 06 Feb 2027 |



WE ARE HERE TO HELP

Convocation Office

Sher-e-Bangla Agricultural University, Sher-e-Bangla Nagar, Dhaka-1207



info@sau.edu.bd

Email



+880 2 44814020

Phone



Notice Board

Latest announcements on the portal

*“Years of hard work, one proud day.
We look forward to celebrating with you.”*

