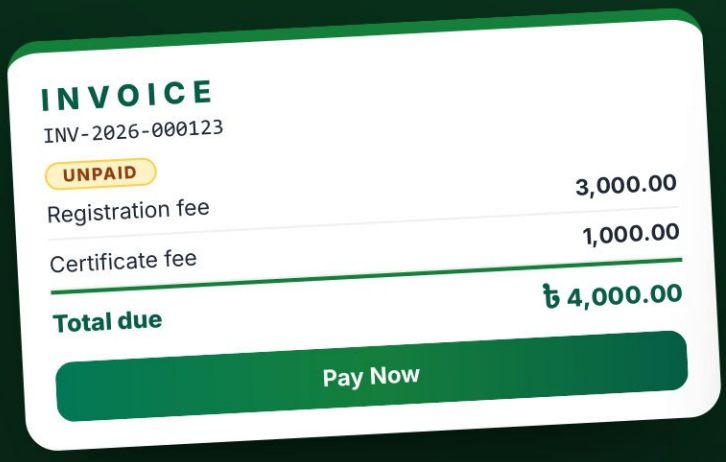
Sher-e-Bangla Agricultural University
DHAKA, BANGLADESH

2nd CONVOCATION 2027

Student *User Guide*

Sign up, registration, invoice, online payment, money receipt and your Smart ID Card — every step of the convocation portal, explained.

✓ Check eligibility · ✓ Sign up & OTP · ✓ Register · ✓ Invoice & Pay Now · ✓ Money receipt · ✓ Smart ID card





CONVOCATION DAY
Saturday, 06 February 2027 · 10:00 AM

REGISTRATION
02 November 2026, 8:30 PM –
07 December 2026, 11:59 PM

HELP DESK
helpdesk1@sau.edu.bd
helpdesk2@sau.edu.bd

Before you start

The whole registration is online and takes about ten minutes. Keep these ready:

You need

- ✓ Your university **Registration No** (e.g. 17-01234)
- ✓ An **email address** you can open now (the code comes there)
- ✓ A **mobile number** — optional at sign-up, needed on the registration form, with its **country code** (Bangladesh +880)
- ✓ A **passport-size photo**: portrait, 40 × 50 mm at 300 dpi, JPG or PNG, up to 300 KB (the free Photo & Signature Tool on the website makes one from any photo)
- ✓ Your **signature** on white paper, cropped close: 300 × 80 px or larger in that shape, JPG or PNG, up to 100 KB
- ✓ A **strong password** you will remember: 8+ characters with A–Z, a–z, 0–9 and a sign such as * @ # $
- ✓ bKash, Nagad, Rocket, a Visa / Master card or internet banking to pay

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REGISTRATION OPENS
02 Nov 2026 · 8:30 PM

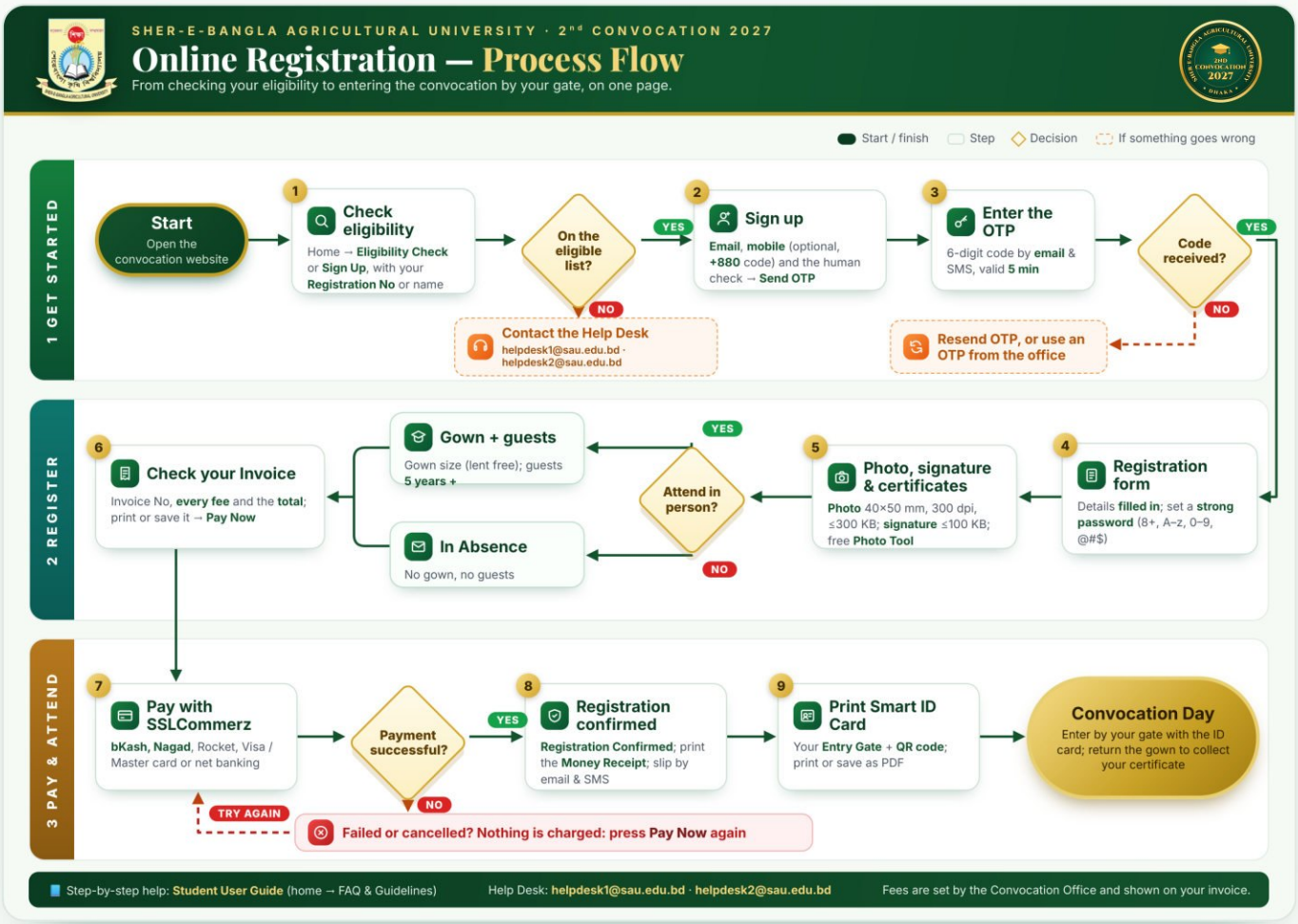
REGISTRATION CLOSES
07 Dec 2026 · 11:59 PM

CONVOCATION DAY
06 Feb 2027 · 10 AM

Fees are set by the Convocation Office. You always see every fee and the total on your **invoice** before you pay.

Registration flowchart

From checking your eligibility to entering the convocation by your gate. The same chart is on the website: home page → **FAQ & Guidelines** → **Registration Flowchart**.



1 · Get started

Check eligibility, sign up with your email, receive and enter the OTP.

2 · Register

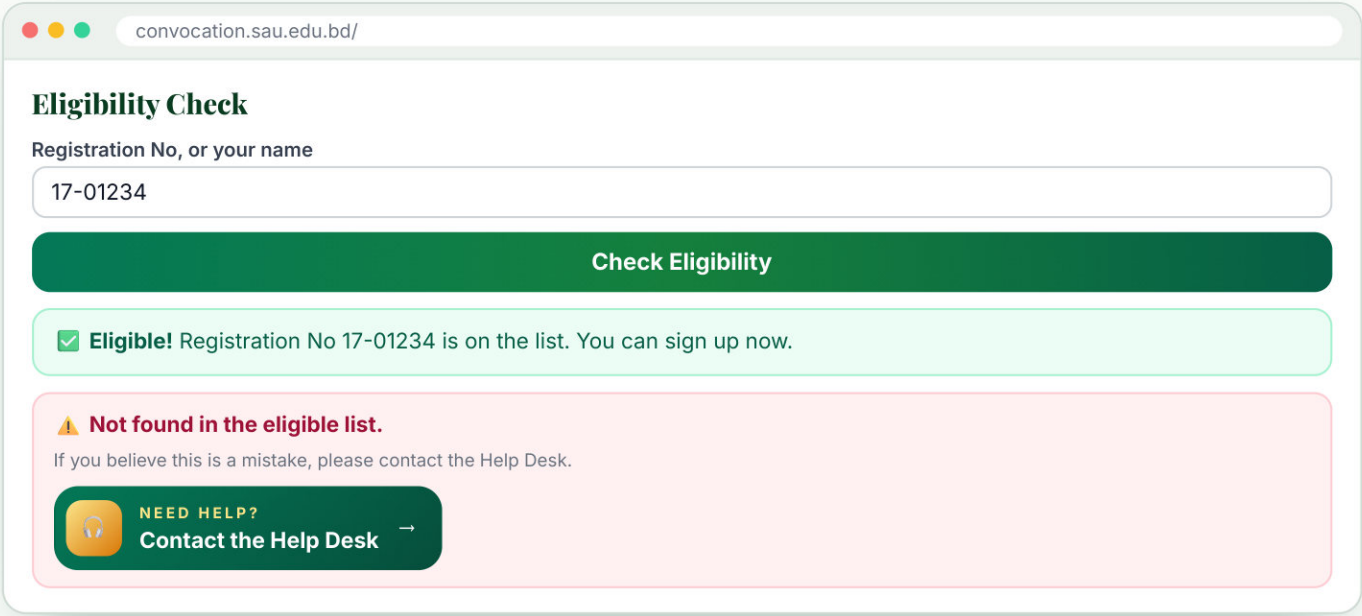
Fill in the form, add your photo and signature, give your gown size and guests (or In Absence), check the invoice.

3 · Pay & attend

Pay Now through SSLCommerz, print your money receipt and the Smart ID card, and come by your gate.

Step 1 · Check your eligibility

Only graduands on the university's **eligible list** can register. Check first — it takes a second.

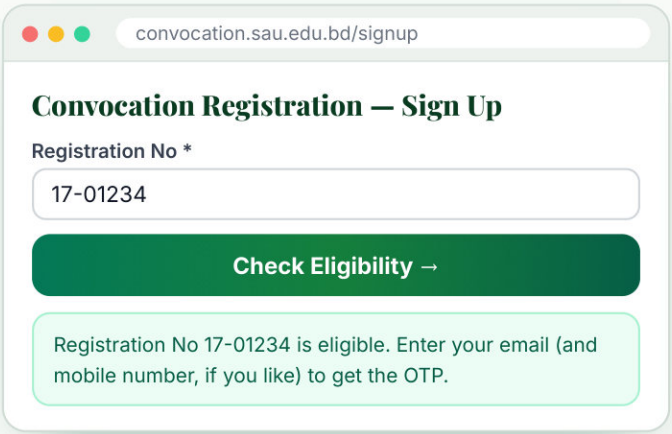


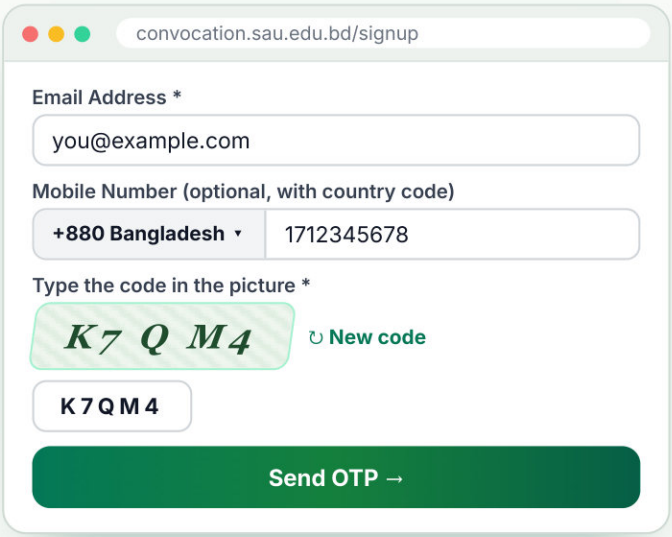
1. Open the website and scroll to **Eligibility Check** on the home page (or press **Sign Up** — the sign-up page checks it too).
2. Type your **Registration No** and press **Check Eligibility**.
3. Eligible: go on to **Sign Up**. Not found: press **Contact the Help Desk** and write to the Help Desk with your Registration No.

> Registration may be switched off for a degree by the office. The message then says so — contact the Help Desk.

Step 2 · Sign up

Sign-up is in two parts: your Registration No is checked first; **only when it is eligible** do the email and mobile fields appear.



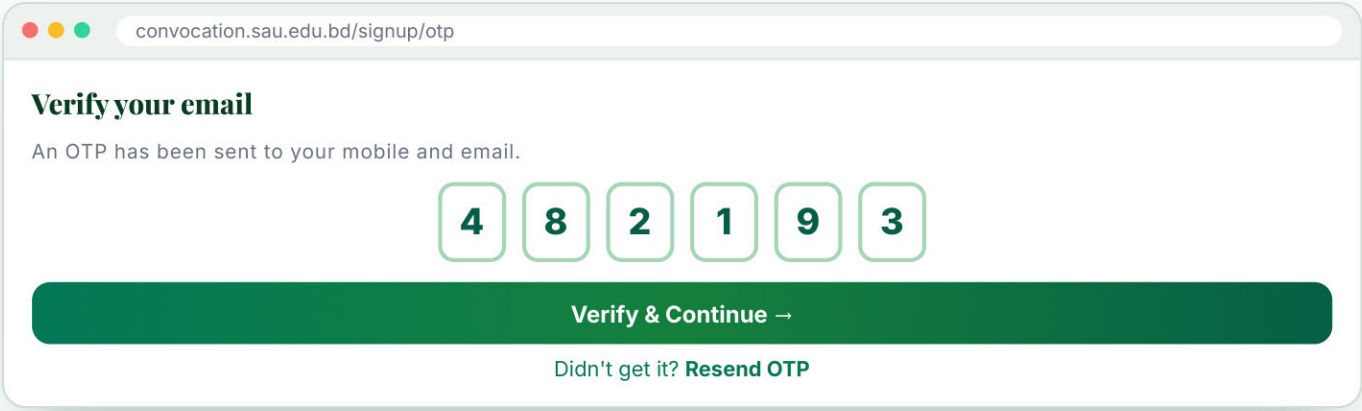


1. Type your **Registration No** and press **Check Eligibility**.
2. Enter your **email**. A **mobile number** is optional here — choose the **country code** (Bangladesh +880) and type the number without it (e.g. 1712345678). With a mobile the OTP also comes by SMS.
3. Type the code in the picture (it shows you are a person, not a program; press **New code** if you cannot read it) and press **Send OTP**.

- ! Use the email or mobile you gave the university — the portal checks it against your record, so nobody else can sign up with your Registration No.
- ! One email and one mobile number can be used for **one account only**.
- ! Change the Registration No after checking and the fields hide again until you check the new one.

Step 3 · Enter the OTP

A **6-digit code** (OTP) is sent to your email — and by SMS if you gave a mobile. It works for **5 minutes**.



1. Open your email (look in **Spam / Promotions** too) or your SMS.
2. Type the 6 digits and press **Verify & Continue**.
3. No code after a few minutes? Press **Resend OTP** — a new code replaces the old one.

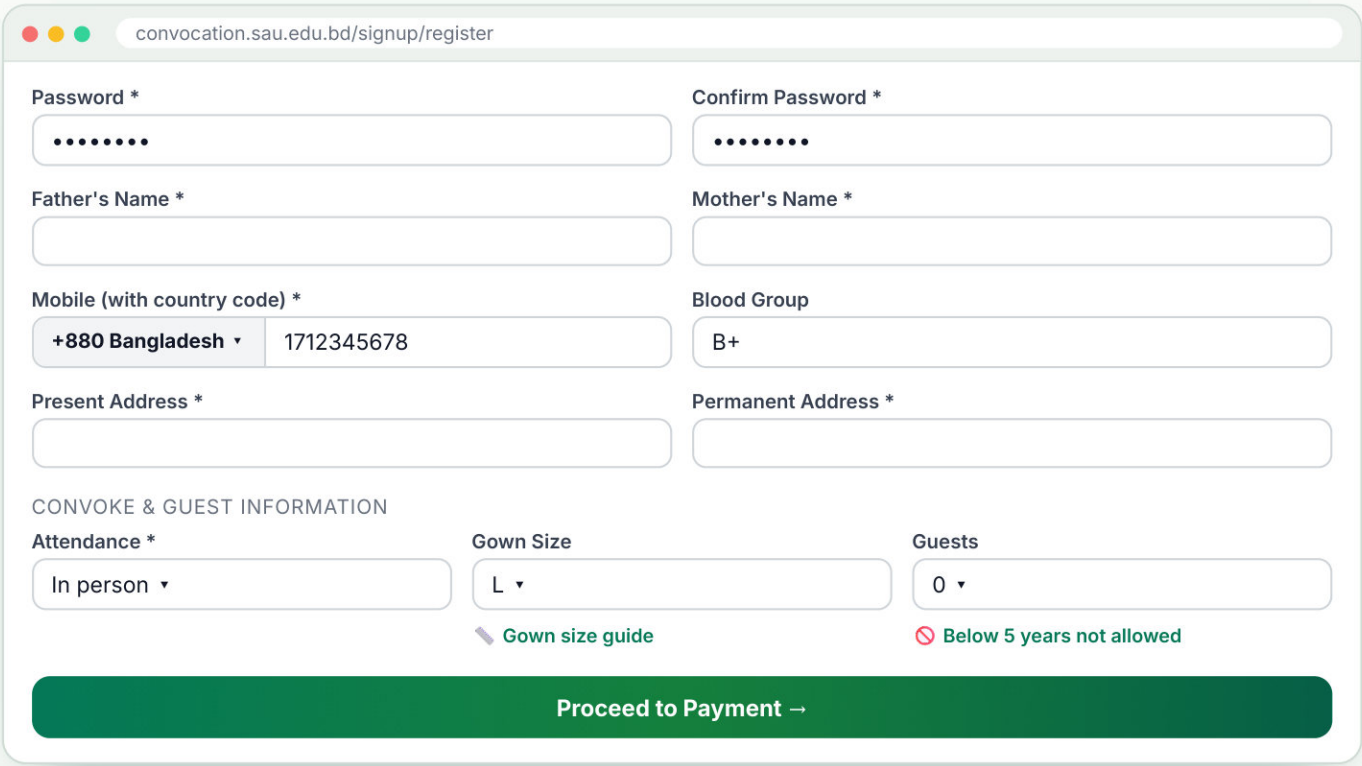
🔑 Got an OTP from the office?

If the code never arrives, the Help Desk can give you one. On the sign-up page press **"Got an OTP from the office?"**, enter your Registration No and that code.

Never share an OTP or password with anyone. The Convocation Office will never ask you for it.

Step 4 · The registration form

Your name, degree(s), faculty, passing year and CGPA come **filled in** from the university's record. You add the rest.



1. Set a **strong password**: at least 8 characters with an uppercase and a lowercase letter, a number and a special character (e.g. * @ # $). Each rule turns green ✓; the form waits until all are met and both passwords match.
2. Add your parents' names, your **mobile number with its country code** (needed here) and your addresses.
3. Upload your **photo** and **signature** — see the next page. Each turns green ✅ when it is right; the form waits until it is.
4. Choose **In person** (your gown size and how many guests — children below 5 years are not allowed) or **In Absence** (no guests).
5. Tick the **certificate(s)** you are collecting. Job details are optional.
6. Press **Proceed to Payment** — your **invoice** opens next.

> Wrong name, degree or year in the record? After signing in, use **My Information → correction request**; the office checks and fixes it.

Photo & signature rules

The photo and signature are printed on your Smart ID card and in the convocation souvenir, so they must be right. The portal checks them the moment you choose a file.

📷 Photo — passport size



- ✓ Portrait (taller than wide), like a passport photo: **40 × 50 mm** at **300 dpi**, e.g. **480 × 600 px**
- ✓ At least **300 × 375 px**; up to **300 KB**
- ✓ Face in the middle, plain light background
- ✓ It is cut to exactly 4 : 5 and saved at 480 × 600 px

✍️ Signature — standard size



- ✓ A wide strip: **300 × 80 px** or larger in that shape
- ✓ Sign in black or blue ink on **white paper**; crop close around it
- ✓ Up to **100 KB**
- ✓ It is placed on white, 600 × 160 px

✓ Accepted

Real **JPG, JPEG or PNG** pictures only.

✗ Refused

PDF, Word, GIF, WebP, HEIC, a renamed file, a square or landscape photo, a too-big file, or a file with hidden code.

🎀 Free Photo & Signature Tool

Any photo from your phone can be made right in a minute: on the form press 🎀 **Fix it here** (or 🎀 **Adjust**), move and zoom it in the frame and press **Use this photo** — it goes straight into the field at the right size, 300 dpi. Or open **convocation.sau.edu.bd/photo-signature-tool**, make it and download it. Your picture never leaves your device until you submit.

✗ The photo must be a passport-size portrait photo, 40 × 50 mm at 300 dpi (e.g. 480 × 600 px) — this one is 600 × 600 px.

A message like this appears under the field straight away, with 🎀 **Fix it here**. You can change your photo and signature later from **My Information**.

Gown size guide

If you attend **in person** you wear a convocation gown, **lent to you on the day** (no gown fee); you return it when you collect your certificate. Under **Gown Size** press 📏 **Gown size guide** to see this table.

SIZE	YOUR HEIGHT	CM	CHEST (INCH)	GOWN LENGTH
S	4'10" – 5'2"	147 – 157	up to 36	48″
M	5'3" – 5'5"	160 – 165	36 – 38	51″
L	5'6" – 5'8"	168 – 173	38 – 40	54″
XL	5'9" – 5'11"	175 – 180	40 – 43	56″
XXL	6'0" – 6'2"	183 – 188	43 – 46	58″
3XL	6'3" – 6'4"	191 – 193	46 – 50	60″
4XL	6'5" and above	196 +	50 and above	62″

- ✓ Choose by **height** first (measured without shoes); the gown should end a little below the knee.
- ✓ If your **chest** is in a bigger size than your height, take the bigger size.
- ✓ Between two sizes? Take the **larger** one — a gown worn over formal clothes needs room.

👥 Guests

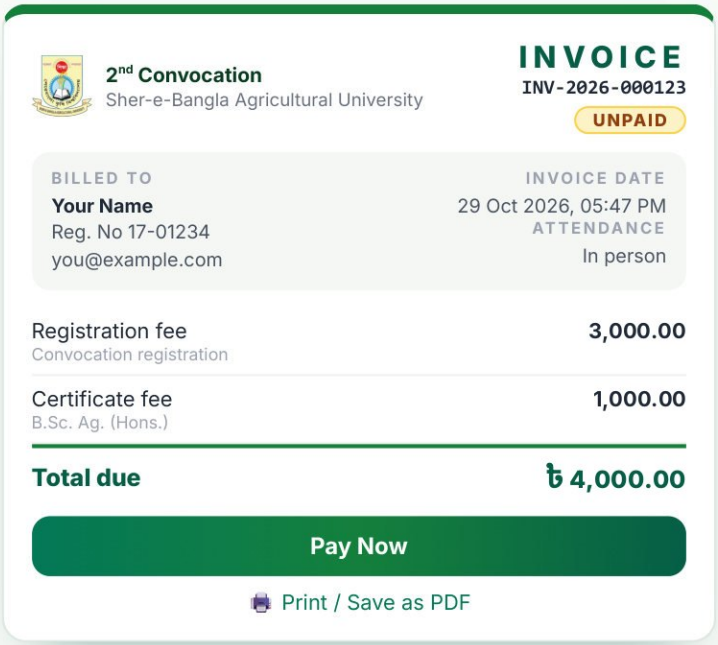
In person you may bring guests, up to the number the form allows. **Children below 5 years are not allowed.**

📍 In Absence

Not coming? Choose **In Absence**: no gown and no guests.

Step 5 · Check your invoice

Before any payment an **invoice** opens: your invoice number, who it is for, **every fee** and the **total**. Opening it charges nothing.



1. Check your name, Registration No and each fee line.
2. Press 🖨 **Print / Save as PDF** to keep a copy (optional).
3. Press **Pay Now** — the secure SSLCommerz payment page opens.

✓ The amounts come from the Convocation Office's fee setting. If a fee changes before you pay, the invoice shows the new total.

✓ Your invoice is always on the dashboard under **Pay Now** until it is paid.

Step 6 · Pay online

Payment is made on **SSLCommerz**, the secure payment gateway — the convocation website never sees your card or wallet PIN.

bKash | Nagad | Rocket | Visa | Mastercard | Internet banking

✅ Payment received

Your registration is complete. The dashboard shows **Registration Confirmed** and a 🧾 **Money Receipt**; the payment slip (with a QR code) comes by email, with an SMS.

⚠️ Failed or cancelled

Nothing is charged for that attempt. Open the dashboard and press **Pay Now** again whenever you are ready.

⏳ Confirming your payment…

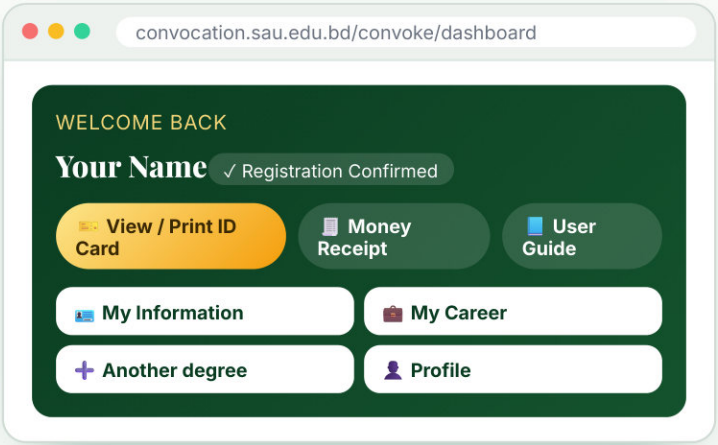
The bank said yes but the gateway has not confirmed it yet. **Do not pay again** — it is confirmed automatically in a few minutes.

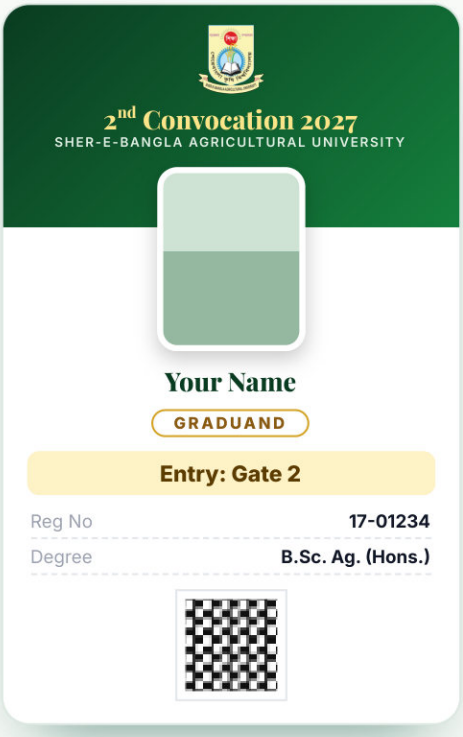
🛡️ Payment under review

The gateway asked for a check. **Do not pay again** — the Convocation Office confirms it; contact the Help Desk if it takes long.

> Money taken but the page went wrong (closed tab, network)? Do not pay twice. Press **Pay Now** on the dashboard: the portal first asks the gateway and confirms your earlier payment.

Step 7 · Dashboard & Smart ID card

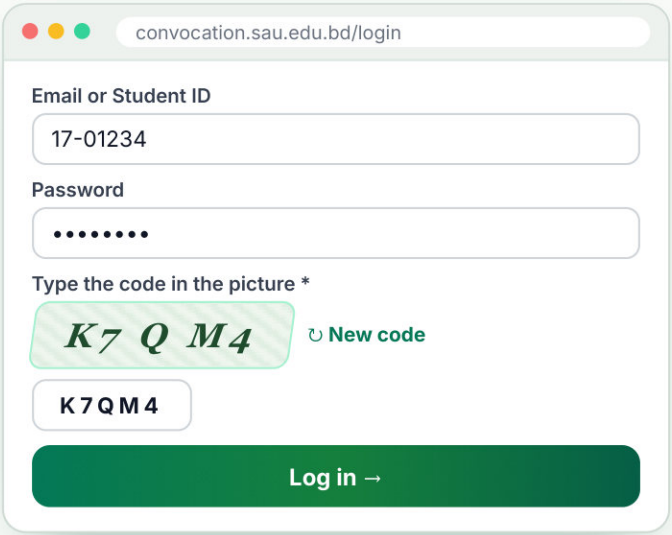




1. Sign in any time to see your dashboard. Unpaid? It says **Payment Pending** with **Pay Now** right there.
2. Paid: it says **Registration Confirmed**. Press **Money Receipt** to print it or download the PDF (receipt no, transaction ID, every fee).
3. Press **View / Print ID Card**: your **Entry Gate** and a **QR code**. Print it in colour or save it as PDF on your phone.
4. **My Information**: your academic details, change photo / signature, send a correction request.
5. **Another degree**: also graduating with an MS / MBA / PhD? Register that certificate too (no second registration fee).

> Faculty members and officers: after payment the registration waits for the office's approval; the ID card opens once it is approved.

Signing in safely



1. Sign in with your **email** or **Registration No** and your password.
2. Type the **code in the picture** (capital or small letters). Can't read it? Press **New code**.
3. If asked, enter the **6-digit sign-in code** sent to your email.

🔒 3 wrong tries → 15 minutes

After three wrong passwords or codes, sign-in is locked for **15 minutes** on that device. A countdown shows; it opens again by itself. Forgot it? Use **Forgot password?**.

⏱ Signed out after 15 minutes

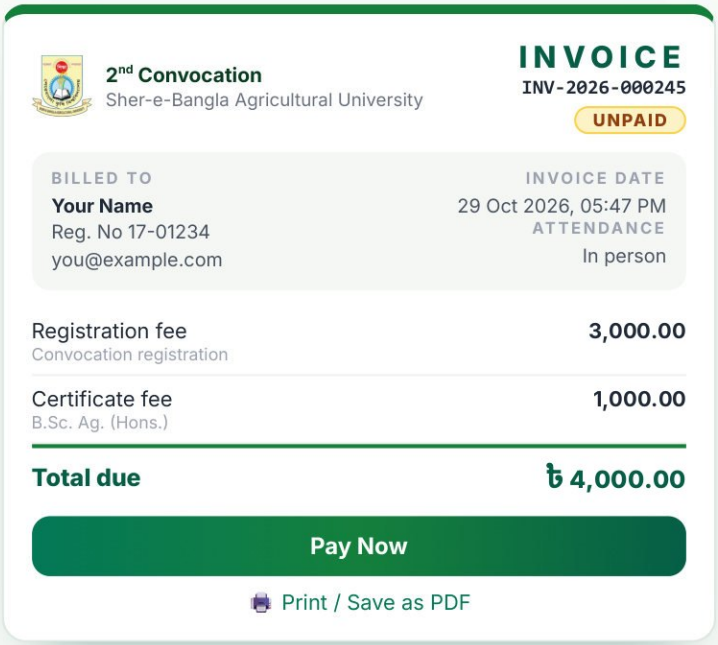
If the site is not used for **15 minutes** you are signed out automatically. A minute before, a notice offers **Stay signed in**.

! Never share your password, OTP or sign-in code. The office never asks for them.

! Use your own phone or computer, and sign out on a shared one.

Registered by the office? Pay with the link

If you could not register online, the Convocation Office can register you and send you a **payment link** by SMS or email. No account or password is needed.



1. Open the link from the SMS or email (it starts with **convocation.sau.edu.bd/pay/link/...**).
2. Your **invoice** opens: check your name and the total.
3. Press **Pay Now** and pay on SSLCommerz. The registration is marked paid at once; the payment slip comes by email / SMS.

- ✓ The link is **only for you** and works for **15 days**. Expired? Ask the Help Desk for a new one.
- ✓ After paying, opening the link only shows "This registration is paid" — you cannot be charged twice.

Convocation day

Before the day
Print your Smart ID card (or keep the PDF on your phone). Check your **Entry Gate** on it.

Arrive early
Come to **your gate** only — each gate admits the degrees printed on its ID cards.

At the gate
Show the ID card; its **QR code** is scanned. This records your attendance.

Gown & booth
Collect the gown lent to you (in person) at the booth for your degree and year.

The ceremony
Sit in your allotted area and follow the volunteers.

Certificate
Return the gown and collect your certificate as the office announces. In Absence graduands collect it later from the office.

Times, places and any changes for the day are announced in the **Notices** on the convocation website — check them in the week before.

Questions & Help Desk

My Registration No is "not found".
Check the number (with the dash). Still not found? Press **Contact the Help Desk** and write with your Registration No and degree.

The OTP did not arrive.
Look in Spam / Promotions, wait a minute, press **Resend OTP**. Or ask the Help Desk for an OTP and use **"Got an OTP from the office?"**.

"The email or mobile does not match the university's record."
Use the email or mobile you gave the university, or ask the Help Desk for an OTP.

My photo or signature is refused.
Press 🎀 **Fix it here** under the field (page 8): the free tool makes it the right size, 300 dpi, under 300 KB / 100 KB.

Where is my money receipt?
Dashboard → 🧾 **Money Receipt** (after payment): print it or download the PDF.

Money was taken but the site says not paid.
Do not pay again. Press **Pay Now** on the dashboard — the earlier payment is found and confirmed. If not, write to the Help Desk with the transaction ID.

Sign-in is locked.
Wait 15 minutes (the countdown shows), then try again, or use **Forgot password?**.

A detail on my record is wrong.
Sign in → **My Information** → send a correction request.

CONVOCATION HELP DESK

helpdesk1@sau.edu.bd
helpdesk2@sau.edu.bd

Write with your **Registration No**, your name and what went wrong (a screenshot helps). On the website, click an email to write from Gmail, Outlook, Yahoo or your mail app.