

19th Convocation Ceremony

How to Apply for the 19th Convocation

1

LOG IN TO YOUR STUDENT ACCOUNT

2

CHOOSE APPLICATION AND THEN OPEN NEW

The first screenshot shows the AIUB Bangladesh login page. It features the university logo, the name 'AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH', and the tagline '— where leaders are created.' Below this, there is a sign-in prompt: 'Sign in with your organizational id number.' Two input fields are provided for 'ID (xx-xxxx-x)' and 'Password', followed by a blue 'Log In' button. A link for 'Can't access your account?' is at the bottom.

The second screenshot shows the AIUB Portal interface. A sidebar menu on the left contains options like 'Academics', 'Grade Reports', 'Library', 'Others', 'Applications', 'Agreement', 'Download Forms', and 'Messages'. The 'Applications' option is highlighted with a red box. An arrow points from this menu to a third screenshot.

The third screenshot shows a 'Class S...' page with a 'Status' section. A blue button with a white plus sign and the word 'New' is highlighted with a red box, indicating the next step in the application process.

3

SELECT CONVOCATION APPLICATION

4

FILL UP THE FORM AND SUBMIT

The first screenshot is the 'Select Application' page. It has a blue header with the title 'Select Application'. Below the header, there are four application options, each with an 'Apply' button. The 'Convocation Application' option is highlighted with a red box. The options are: 'Convocation Application' (Apply for current convocation), 'Convocation Attendance' (Apply for Convocation Attendance), 'Major Change' (Apply for Major Change), and 'Curriculum Change' (Apply for Curriculum Change).

The second screenshot shows the '19th Convocation Request Form'. At the top, there is a light blue warning box: 'If your account balance is zero(0) and still your convocation application in payment pending status, please contact VUES to start processing your application.' Below this, the form fields include: 'Student ID', 'Applying For' (with a dropdown menu set to 'Convocation'), 'Name (As SSC)' (with a text input field and a note: 'Certificate Name as SSC (this will appear as your certificate name)'), and 'Program' (set to 'Master of Business Administration').

NOTE:

PLEASE MAKE YOUR PAYMENT ON OR BEFORE SEPTEMBER 13, 2018, OTHERWISE YOUR APPLICATION WILL BE AUTOMATICALLY CANCELLED.