



To "1st Convocation of Begum Rokeya University"

## Step 1: Go to https://convocation.brur.ac.bd

To switch your website to Bangla or English, simply toggle the button located in the bottom left corner.



Step 2: Go to "Sign Up" button







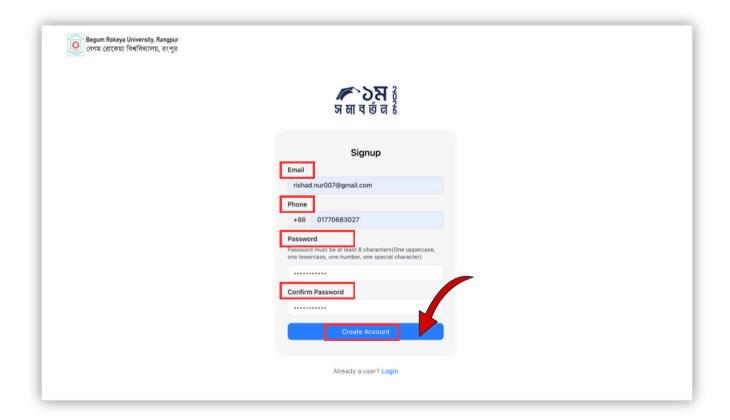
To "1st Convocation of Begum Rokeya University"

<u>Step 3:</u> Sign Up With Your Valid "Email, Phone Number (11 digit) and Password"

Password must be at least 8 characters (One uppercase, one lowercase, one number, one special character)

## **Important Reminders:**

- Email: Please ensure you provide a valid email address, as a One-Time Password (OTP) will be sent there to activate your account. Enter it carefully.
- Phone: Input your 11-digit phone number without adding the extra +88 prefix. It should start with 'O'.
- Password: A valid password must meet the following criteria:
  - Be at least 8 characters long
  - o Contain at least **one uppercase letter** (A, B, C, D...Z)
  - o Include at least one lowercase letter (a, b, c, d...z)
  - Have at least **one digit** (0, 1, 2, 3...9)
- Incorporate at least one special character (!, @, #, \$, %, ^...)

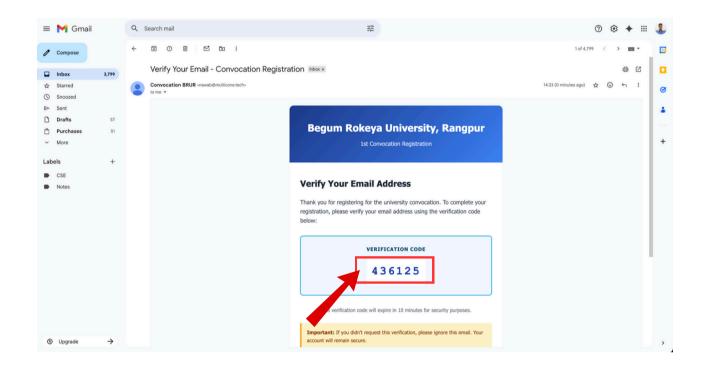




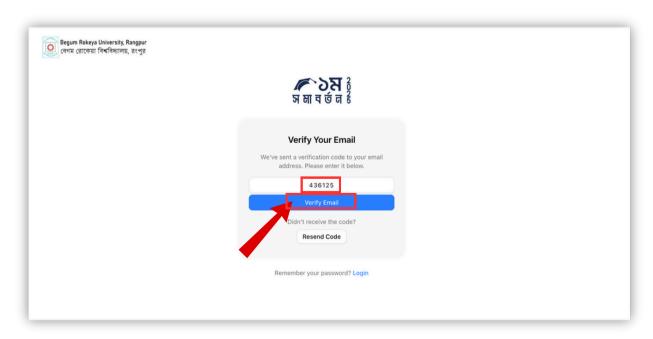


To "1st Convocation of Begum Rokeya University"

**Step 4:** Go to your Gmail App and retrieve the OTP that has been sent to your provided email address.



<u>Step 5:</u> Verify Your Email- To complete this step, enter the OTP in the designated section and tap "Verify Email."





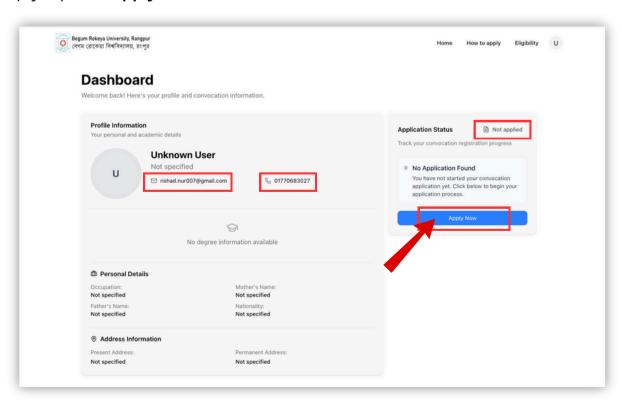


To "1st Convocation of Begum Rokeya University"

<u>Step 6:</u> Sign in to your account using the email address and password you provided during the account creation process.



**Step 7:** At first, your account will appear blank, displaying only your Email and Phone Number. You will notice a "not applied" status in one corner. To proceed, simply tap the "**Apply Now**" button.

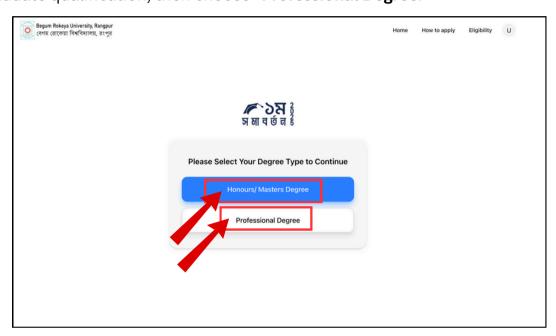




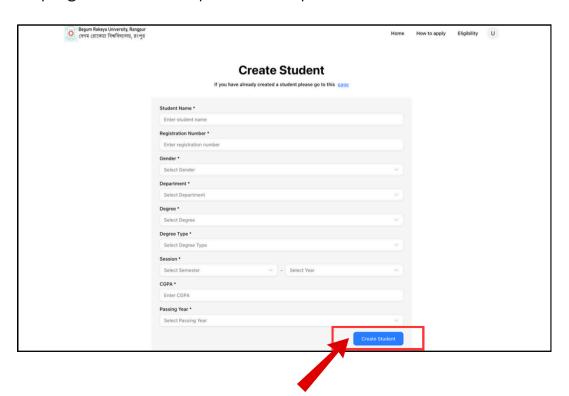


To "1st Convocation of Begum Rokeya University"

<u>Step 8:</u> If you have completed an Honours or Honours + Master's degree from this university, please select "Honours/Masters Degree." If you hold a Professional Graduate qualification, then choose "Professional Degree."



<u>Step 9(For Professional Program):</u> you are a **professional** student, you will need to enter your academic information on your own. However, students in **Honour's** or **master's** programs are not required to complete this additional section.

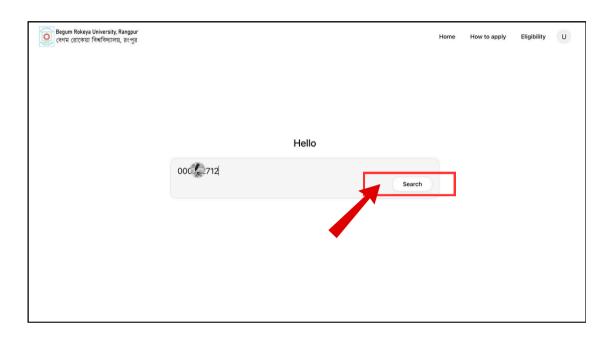






To "1st Convocation of Begum Rokeya University"

<u>Step 09 (For Honours/Master's Program):</u> If you are an Honours or Master's student, you will need to look up your student information using your Registration Number. This data has already been uploaded by the developers.



#### **Step 10:** Completing Your Academic Information

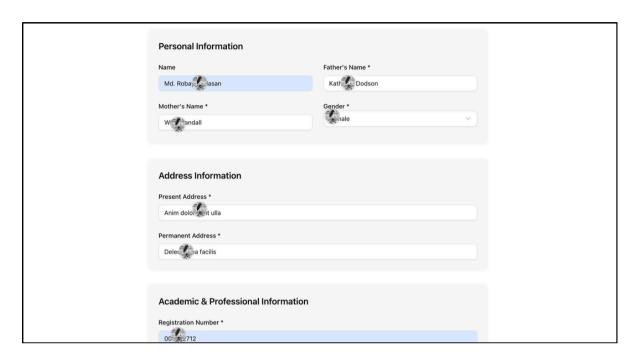
On this page, all your academic details will be pre-filled; however, you need to provide your personal information in this section. Here are some important points to keep in mind:

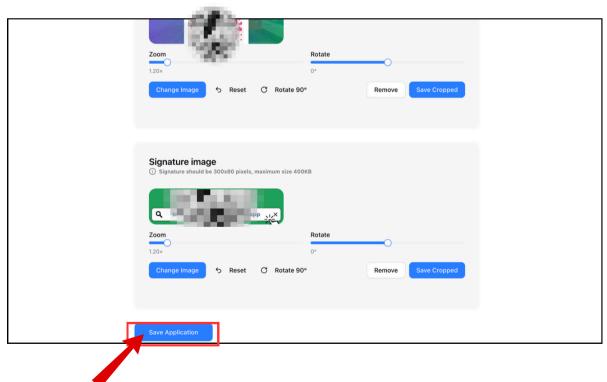
- If you have already received the original certificate from the university, make sure to toggle that button.
- Choose the registration type: either "Only Hons" or "Hons & Master" for both.
- If you have received the provisional certificate, upload it in PDF or image format (must be under 300 KB).
- Enter your certificate registration number (found on the back of the certificate).
- If you have not received the provisional certificate, upload your HSC certificate instead (also in PDF or image format, and under 300 KB).
- Don't forget to upload your formal image and signature.





To "1st Convocation of Begum Rokeya University"





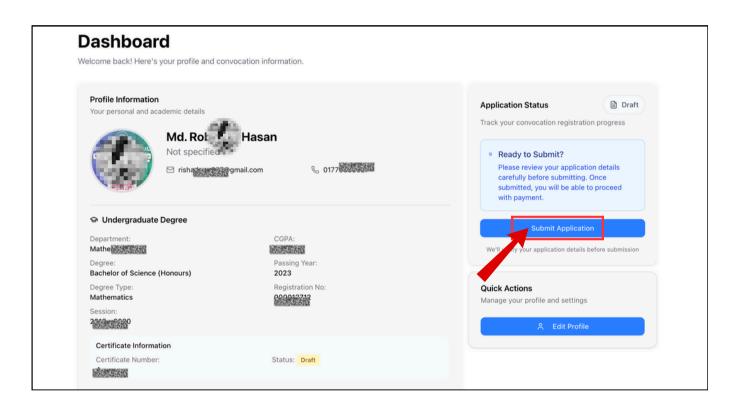




To "1st Convocation of Begum Rokeya University"

#### **Step 11:**

Your Profile section is now complete. Review the information provided, and if any corrections are necessary, feel free to edit them using the edit button. If everything looks good, go ahead and press the submit application button. However, keep in mind that <u>once you submit the application</u>, **you won't be able to make any edits afterward**. Therefore, it is essential to double-check everything before submitting. Then, simply click the submit application button.



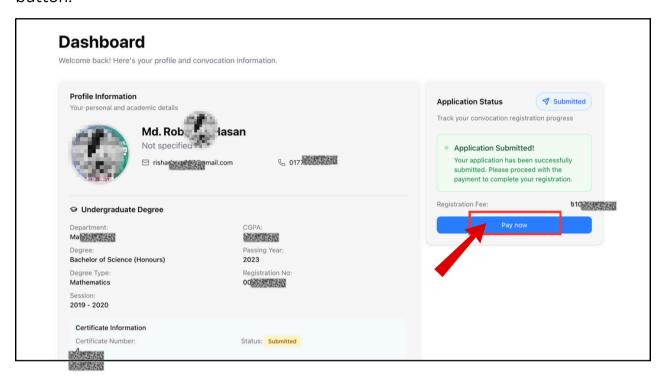




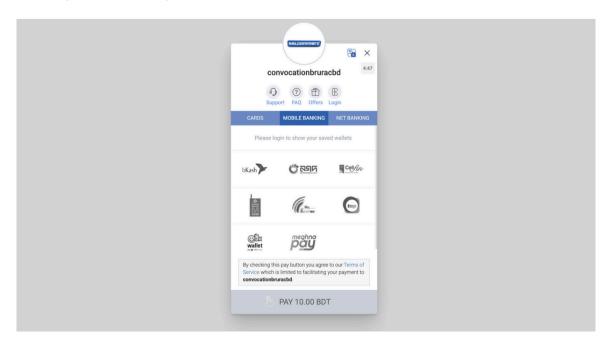
To "1st Convocation of Begum Rokeya University"

### **Step 12:**

Once you submit the application, the payment section will be displayed. Review the payment amount carefully. If everything looks good, proceed by pressing the "Pay" button.



<u>Step 13:</u> Choose your preferred payment method. You can pay using a card, mobile banking, or a bank transfer. Please note that an additional platform fee will be applied to your main payment.





# Thank You From Multicone

This website has been developed by the **Multicone** team from the Department of **Computer Science and Engineering** of Begum Rokeya University, Rangpur.