

**CHITTAGONG INDEPENDENT UNIVERSITY**  
**12 Jamal Khan Road, Chattogram**

## **Office Circular**

**Date: 27 April 2026**

**Subject: Mandatory Submission of Graduation Form within One Semester  
of Fulfilling Degree Requirements**

It is hereby notified that students of Chittagong Independent University (CIU) who have successfully fulfilled the academic requirements for their Bachelor's or Master's degree must submit their Graduation Form within one semester of completing their required credits.

To ensure a smooth graduation process and timely issuance of certificates, students are strongly encouraged to submit their Graduation Form within the stipulated time. Submitting the form on time will help avoid unnecessary delays and ensure hassle-free completion of graduation formalities.

The Graduation Form is available at the Office of the Controller of Examinations. Students must complete the form accurately, attach all required documents, and submit it along with applicable fees within the deadline.

For any inquiries regarding the submission process, students may contact the Office of the Controller of Examinations during office hours.



Sarker Kamrul Mamun  
Controller of Examinations