



Government of the People's Republic of Bangladesh

University Grants Commission of Bangladesh

UGC Bhaban, Plot : E-18/A, Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
www.ugc.gov.bd



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

Special Declaration

- Equivalence Degree related to Law/Pharmacy/Medical/Nursing is not processed or done by UGC (Applicants holding these degrees are requested to get their Foreign Degree Equivalence from the these respective professional regulatory bodies (Bangladesh Bar Council/Pharmacy Council of Bangladesh/ Bangladesh Medical & Dental Council (BMDC)/ Bangladesh Nursing and Midwifery Council);
- Equivalence of Diploma/ACCA/ACCA courses integrated with university programs/CA/CMA/CPA/Online Bachelor or Master or M. Phil or Ph. D/Professional Degree/Bachelor Degree below three years is not done by UGC;
- Equivalence of any academic degree (even exams conducted by British Council or any other foreign institutions) obtained through Branch Campus/Study Center (situated in Bangladesh) but not having the prior proper approval of the Government of the People's Republic of Bangladesh and UGC is not done by UGC.

Mandatory Steps and Required Documents List for Foreign Degree Equivalence

- Online Profile Registration:** At first, an applicant must complete the registration process and open an Online Application Profile at UGC web portal (www.ugc.gov.bd) from the service box titled as "Foreign Degree Equivalence";
- Verification and Appointment:** After successful registration process, the applicant must set an appointment time from the UGC website (www.ugc.gov.bd) to get verified the original documents. The applicant must come to UGC (UGC Bhaban, Plot: E-18/A, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207) as per the appointment time with the following documents (No paper/document will be verified/checked without the prior appointment. Any shortage of the following documents will automatically disqualify the verification process);
- Non-English Documents:** If any foreign degree document is other than English language, it must be translated into English language and duly attested/notarized by the respective country's Diplomatic Office/Foreign Ministry of Bangladesh/Government authorized Notary Public Office. The translated document must be presented alongside the original document during verification;
- Government or Office Orders:** Government Order(s)/Office Order(s) and Joining Endorsement accepted by the competent authority must be presented during verification (Only for the government employee/in-service person who was in job during the study abroad);
- Enrollment and Campus Records:** Offer Letter, Enrolment/Admission/Registration/On-campus study document, Bonafide certificate and Student ID card must be presented during verification (These documents are mandatory. The concerned officer may ask more documents based on the unique educational system regarding the foreign country and university);
- Passports and Visas:** Original Passport(s)/visa(s)/e-visa(s) with residence permission document(s) covering the entire study period must be presented. [All used pages of passport(s)];
- Academic Certificates and Transcripts:** Original Certificates and Transcript(s)/Mark Sheet(s) of SSC, HSC, Bachelor/M.S/M.Phil/Ph. D (If any applicant completed O Level and A Level or any equivalent Secondary and Higher Secondary education outside Bangladesh National Curriculum, s/he must obtain the Equivalence Certificate of those from the Inter-Education Board, Dhaka before the verification process and submit to UGC web portal during application);
- Credit Transfers and Waivers:** Document in support of total credit hours/courses waived/credit transfer must be presented and submitted on the portal (if applicable);
- Syllabus and Course Curriculum:** Detailed Syllabuses/Course Contents/Contents of Modules (for Bachelor/Master/M. Phil/ Ph. D) must be presented during verification and uploaded mandatorily on the UGC web portal during application.
- Research Work:** Thesis/Dissertation/Project Paper related to degree program must be presented during verification and submitted to UGC web portal application (if applicable);
- Photo and Signature:** Photo and signature of the applicant must be uploaded during online application (Passport size photo);
- COVID-19 Special Document:** The applicant who continued study/exam/obtained degree staying outside of the host country due to Covid-19 (only within this duration: From March 2020 to June 2023) must collect an official document/letter from the respective university. The document/letter must describe the continuation mode of the courses and examinations with specific semester(s) and duration (Number of semester (s) and date with year). The document/letter must be signed and sealed by the competent university authority. The document/letter must be sent directly from the official administrative email domain of the university to the applicant's email address. The concerned officer must check this document with email domain;
- Processing Timeline:** The standard application processing timeline is minimum 90-120 working days from the application submission date on the UGC portal (Application processing timeline may be extended due to any unavoidable circumstances);
- Application Fee:** If the above conditions get befitting with the applicant, s/he must submit a **Pay Order/Bank Draft amounted in 5000/- (Five Thousand Taka)** for each degree equivalence by the name of **University Grants Commission (UGC) of Bangladesh**;
- Portal Access Confirmation:** Upon successful verification of the required documents, the concerned Officer will unlock portal access allowing the applicant to input relevant academic data and upload the authentic documents on the UGC Online Foreign Degree Application Portal.

Special Note

- Online application information must be in English Language. The applicant must give the proper inputs/upload the related information with authentic documents (only pdf documents) properly on the Online Application Portal by his/her own responsibility;
- If the applicant makes any mistake or provides any incomplete/irrelevant information and fails to upload the above mentioned necessary document(s) on the Online Application Portal, the total application process will be rejected automatically. In this case, UGC will not take any responsibility.
- After successful submission of the application, an Acknowledgement Letter will be generated automatically within 3 to 5 working days and the applicant may download it from the portal;
- Whenever the Foreign Degree Equivalence Certificate will be ready to be delivered, the applicant will be notified through Email to collect/download Foreign Degree Equivalence Certificate.