

GRADUATING STUDENTS GUIDE

9TH CONVOCATION 2025

Dear Student,

Congratulations on forming part of the list of graduating students. If you intend to attend the convocation ceremony, the following instructions will be helpful as you prepare for the occasion.

1. Online Registration

Visit the online registration portal at <https://exam.salu.edu.pk/convocation>
Fill in the required information to complete your registration for the convocation ceremony.

2. Fee Payment

- Download the Challan Form generated after registration on the portal.
- The challan will be generated according to the following schedule:
- Registration Fees PKR 5,000/=
- Degree Fees as Follow

Undergraduate	Postgraduate			
BA/BSC/BCom /BS MA/MS/MBA/MPA	MS/M.Phil.		Ph.D.	
	Before Academic Council	After Academic Council	Before Academic Council	After Academic Council
PKR 5,000/=	PKR 10,000/=	PKR 6,300/=	PKR 12,000/=	PKR 6,750/=

- Note: Only Registration of PKR.5,000 for Absentia – (for those who already have received their degree but wish to attend convocation)
- For Companion/ Parent/Guardian (Max. Two) PKR.3,000/person
- Deposit your fee via any HBL Konnect or HBL Mobile App or using 1Link.

3. Rehearsal Session

Attend the rehearsal session on the appointed date and time at the Front Lawn, Main Administration Block, SALU, Khairpur

4. Collection of Regalia & Passes

On the Convocation Day, receive the following items from the Convocation/ Examination Counter after submitting the original paid challan and photocopy of your & companion CNIC

- Entry Pass
- Convocation Gown
- Head Gear
- Guest Entry Pass
- Academic Regalia Fee Structure

Class	Total Advance	Rent Charge	Refundable Amount
Undergraduate	Rs.3300	Rs.800	Rs.2500
MS/M.Phil. & Ph.D.	Rs.5000	Rs.1000	Rs.4000

5. Convocation Day Instruction

- a. Arrive at the Convocation Hall at least one hour before the appointed time.
- b. Proceed to the designated robing room to put on your Academic Regalia (Gown, Hood & Head Gear).
- c. Wearing of regalia is compulsory for all graduates.
- d. Formal dress code applies (no jeans, t-shirts, sneakers, etc.).
- e. Ensure regalia is well-ironed for a smart appearance.

6. Return of Academic Regalia

- a. Return your gown and head gear to the vendor on the same day after the ceremony.
- b. Refund of the deposit will not be possible after Convocation Day.

7. Photography Guidelines

- a. Guests are requested not to approach the stage for photographs.
- b. An official photographer will capture key moments.
- c. A photo studio will be available for individual and family portraits after the ceremony

8. Parking Instructions

- a. All student vehicles must be parked in the designated Convocation Parking Area.
- b. Entry will be through the Main Gate of the University.
- c. Follow signs and instructions provided by Traffic and Security Staff.

9. Contact for Assistance

- a. For any issues regarding convocation, please contact the focal person or PA to Controller at +92-243-928-0073 or email at AshiqShaikh@salu.edu.pk