



Application Form for Semester Grade Sheet

**Application form is available at the department/also in the website.
Please submit this form to the Departmental Admin. Officer (DAO)**

Student Information

Name (as per last degree certificate)	
Registration No:	
Department :	
Programme:	
Semester:	
Emergency Contact Number :	

NB: Fee for Semester Grade Sheets after 1st time/duplicate (Tk. 200.00 for per semester/per copy)
Attached: Original Money receipt.

Signature of the Student _____

Date: _____

FOR OFFICE USE

Submission Date	Tentative Date of Delivery	Received by
		_____ DAO/DAAO
<p>1 Recommendation of Department.</p> <p>_____ DAO/DAAO</p> <p style="text-align: right;">_____ Head of the Department</p>	<p>2 Recommendation of Library.</p> <p>_____ Library Assistant</p> <p style="text-align: right;">_____ Deputy Librarian</p>	
<p>3 Cleared all Dues till.....Semester.</p> <p>_____ AAO (Finance & Accounts)</p> <p style="text-align: right;">_____ Director, Finance & Accounts</p>	<p>4 Semester Grade Sheet has been verified & may be issued.</p> <p style="text-align: right;">_____ Controller of Examinations</p>	

Student Information

Student Name : _____
Registration No: _____
Department: _____



SEMESTER GRADE SHEET
(Examinations Office: 74/A, Green Road, Dhaka- 1215, Phone: 58157091-4 – Ext. 145)

Submission Date	Tentative Date & time of Delivery from Exam. office	Received By
	Date..... & time 3:00 pm to 5:00 pm	_____ DAO/DAAO

NB. ID Card must be presented before receiving the Semester Grade Sheet.
Delivery time: 9:00 am to 5:00 pm (Sunday to Thursday), Contact number: 58157091-4, Ext. 145, e-mail: examctrl@uap-bd.edu