



Application Form for Original Certificate
(Only for the Student who has not received transcript &
Provisional Certificate earlier)

Please submit this form to the Departmental Admin. Officer (DAO)

Student Name (as per last degree certificate)	
Registration No.:	
Department :	
Programme:	
Major Area of Student (only for MBA & EMBA):	
Emergency Contact Number :	
Date of Birth :	

Signature of the Student

Date:

FOR OFFICE USE

Submission Date	Tentative Date of Delivery	Received by
		_____ DAO/DAAO
1 Received application DAO/DAAO	2 Recommendation of Library. Library Assistant	Deputy Librarian
3 Cleared all Dues with Convocation fees. AAO (Finance & Accounts) Director, Finance & Accounts		Asst. Controller of Examinations



Student Name :
Registration No:
Department:
Programme:



Student Copy

Application Form for Original Certificate

(Only for the Student who has not received transcript & Provisional Certificate earlier)
(Examinations Office: 74/A, Green Road, Dhaka- 1215, Phone: 58157091-4 – Ext. 113)

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

- For present status of your application from, please contact: 58157091-4, Ext. 113.
- **Student ID card must be surrendered at the time of taking Original Certificate.**