



Academic Records Request Form

A. For Applicants: This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form. You must include your WES reference number.
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.

WES Reference No. (required)			
Last/Family Name	First/Given Name	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From (mm/yyyy)	To (mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number at sending institution (if applicable)			

As per Enrollment Semester of Transcript
 Spring= April (4), Fall= October (10)
 For MBA/EMBA
 Spring= March (3), Fall= July (7) Winter=
 November (11)

As per Completion Semester of Transcript
 Spring= August (8), Fall= March (3) of next
 year/Date of Completion of Degree
 Requirements
 For MBA/EMBA
 Spring= June (6), Fall= October (10)
 Winter= February (2) of next year

As per Original Certificate

As per Original Certificate

Applicable for BBA/MBA/EMBA

I hereby authorize the release of my academic records to World Education Services.

Applicant's signature: _____ Date: _____

B. For Authorized Officials: The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

Institution Name:	University of Asia Pacific	Date awarded: (month/yr)	
Degree obtained: (if applicable)			
Name of Official Completing Form: (please print or type)	Mohammad Zahirul Islam	Title:	Deputy Controller of Examinations
Telephone:	+880-02-58157091-4 Ext.-112	Email:	examctrl@uap-bd.edu

As per Original Certificate

Authorized signature and seal: _____ Date: _____

Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to WES using one of the addresses below:

By Postal Mail:

WES Reference No. _____
 World Education Services
 Attention: Documentation Center
 P.O. Box 5087
 Bowling Green Station
 New York, NY 10274-5087
 USA

By Express Courier:

WES Reference No. _____
 World Education Services
 Attention: Documentation Center
 64 Beaver St. #146
 New York, NY 10004
 USA



1. **The University of Asia Pacific**

By virtue of the authority vested in it by law and on recommendation of the Academic Council and as approved by the Board of Governors has conferred on

[Redacted Name]

who has satisfactorily completed all the prescribed requirements in Fall 2008 the degree of

2. **Bachelor of Science in Computer Science and Engineering**

with all the rights, privileges, honours and responsibilities pertaining thereto.

Given at The University of Asia Pacific, Dhaka, Bangladesh

on the Seventeenth day of February in the year of two thousand and ten.

5. 2010

7. 02-2010

[Signature]
Chairman
Board of Governors
UAP Foundation

[Signature]
Vice-Chancellor

[Signature]
Registrar

Registration No. 02201018

[Handwritten notes] TRANSCRIPT OF ACADEMIC RECORDS

Enrollment Semester Fall 2009 3. 10-2009

Completion Semester Fall 2013 4. 03-2014

Sessions Attended Fall 2000 to Spring 2004 3. 10-2000

Date of Completion of the Degree Requirements April 2005 4. 04-2005