



Application Form for Transcript, Provisional & Original Certificate

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

Application for (please \surd mark)	<input type="checkbox"/> Transcript <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Original Certificate
Student Name (as per last degree certificate)	
Registration No.:	
Department :	
Programme:	
Major Area of Student (only for MBA & EMBA):	
Required Credits :	
Credits Earned :	
Completing Semester:	
Emergency Contact Number :	
Date of Birth :	

**Attachment: 1. Photo copy of Pre - University Certificate (HSC Certificate for Bachelor Degree and Degree Certificate for Master Degree Student)
2. Subject Waiver Paper (if any). 3. Photo copy of Provisional Certificate (only for Original Certificate)**

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 with Convocation fees till.....Semester.</p> <p>_____ AAO (Finance & Accounts)</p> <p style="text-align: right;">_____ Director, Finance & Accounts</p>	<p>4 Pre-University certificate has been verified. Academic transcript, Provisional & Original certificate may be issued.</p> <p>His/ Her CGPA:</p> <p>_____ Controller of Examinations</p>	

Student Name : _____
Registration No: _____
Department: _____



TRANSCRIPT, PROVISIONAL & ORIGINAL CERTIFICATE
(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.: # Student ID card must be surrendered at the time of taking delivery of Transcript & Provisional certificate. For delivery of Original Certificate Provisional certificate has to be returned to the office of the Controller of Examinations.
Authorization letter is necessary if the student would like to receive the Transcript/ Provisional Certificate/ Original Certificate by his/her representative. In such case, submit authorization letter as per sample (samples are available in the website of UAP).
Delivery time: 9:00 am to 5:00 pm (Sunday to Thursday), Contact number: 58157091-4, Ext. 145, e-mail: examctrl@uap-bd.edu