Form # F-01

Office Copy

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

1 Recommendation of Department. DAO/DAAO Head of the Department	2 Recommendation of Library. Library Assistant Deputy Librarian
3 Cleared all Dues till……Semester. AAO (Finance & Accounts) Director, Finance & Accounts	4 Semester Grade Sheet has been verified & may be issued. Controller of Examinations

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Student Information

Student Name :
Registration No:
Department:

Student Copy

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 9:00 am 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