Form # F-03a

Office Copy

Application Form for Duplicate Provisional Certificate

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

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

Attachment:

1. For Duplicate Provisional Certificate: i) Original Money receipt (fee Tk.2000.00) ii) Original copy of GD iii) Original Newspaper clipping of advertisement for lost certificate (N.B.: Advertisement should be published in a National Daily Newspaper).
2. **Copy of the Certificate, Transcript (all pages) and National ID card (NID) of the student**.

Signature of the Student

Date:

FOR OFFICE USE

Submission Date	Tentative Date of Delivery	Received by
		DAO/DAAO

1 Recommendation of Department.	2 Received ……Tk. for additional/duplicate document(s) fees.
DAO/DAAO Head of the Department	AO (Finance & Accounts) Director, Finance & Accounts

3

His/ Her CGPA:

Deputy Controller of Examinations

Student Name :
Registration No:
Department:

Student Copy

DUPLICATE PROVISIONAL CERTIFICATE

(Examinations Office: 74/A, Green Road, Dhaka- 1205, Phone: +880 - 2- 41010626-629 – Ext. 145)

Submission Date	Tentative Date & time of Delivery from Exam. office	Received By
	Once your document has been completed, you will receive an SMS notification.	DAO/DAAO

 # Delivery time: 3:00 am to 5:00 pm (Sunday to Thursday), Contact number: +880 - 2- 41010626-629 – Ext. 145): examctrl@uap-bd.edu