Form # F-04

Office Copy

Application Form for Attestation of Grade Sheet(s), Transcript & Certificate

Application form is available at the department/also in the website.
Please submit this form to the Finance and Accounts Office

Student Information

Application for attestation (please √ mark)	☐ Transcript ☐ Provisional Certificate ☐ Original Certificate
Name (as per last degree certificate):	
Registration No:	
Department :	
Programme:	
Emergency Contact Number :	

Attached: 1. Photocopy of Certificate and Transcript

2. Original Money receipt (fee for per set Grade sheet, per set Transcript Tk. 200.00 and per copy Certificate Tk. 200.00)

NB.:

 # Tentative days of Delivery from Counter: 03 working days after submission of the Application

 # Delivery time: 9:00 am to 5:00 pm (Sunday to Thursday), Contact number: 58157091-4, Ext. 145, e-mail: examctrl@uap-bd.edu

 # Authorization letter is necessary if the student would like to receive the attested copy of Original/Provisional Certificate/Transcript by his/her representative. In such case, submit authorization letter as per sample (sample is available in the website of UAP).

Signature of the Student

Date:

FOR OFFICE USE

1 Received ……Tk. for Attestation fees.

AO (Finance & Accounts)

Director, Finance & Accounts

2 His/ Her CGPA

Controller of Examinations