



**Application Form for Original Certificate**  
(Only for the Student who has not received transcript &  
Provisional Certificate earlier)

**Please submit this form to the Departmental Admin. Officer (DAO)**

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

Signature of the Student

Date:

## FOR OFFICE USE

| Submission Date                                                                                                             | Tentative Date of Delivery                                            | Received by                               |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------|
|                                                                                                                             |                                                                       | _____<br>DAO/DAAO                         |
| <b>1</b> Received application<br><br>_____<br>DAO/DAAO                                                                      | <b>2</b> Recommendation of Library.<br><br>_____<br>Library Assistant | _____<br>Deputy Librarian                 |
| <b>3</b> Cleared all Dues with Convocation fees.<br><br>_____<br>AAO (Finance & Accounts)      Director, Finance & Accounts |                                                                       | _____<br>Asst. Controller of Examinations |

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Student Name :  
Registration No:  
Department:  
Programme:



Student Copy

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(Only for the Student who has not received transcript & Provisional Certificate earlier)

(Examinations Office: 74/A, Green Road, Dhaka- 1215, Phone: 58157091-4 – Ext. 113)

| Submission Date                                                                                                                                                                                                                          | Tentative Date & time of Delivery from Exam. office | Received By       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------|
|                                                                                                                                                                                                                                          | Date..... & time 9:00 am to 5:00 pm                 | _____<br>DAO/DAAO |
| <ul style="list-style-type: none"> <li>➤ For present status of your application from, please contact: 58157091-4, Ext. 113.</li> <li>➤ <b>Student ID card must be surrendered at the time of taking Original Certificate.</b></li> </ul> |                                                     |                   |