



**Application Form for Transcript  
(Only for those, who received Original Certificate without transcript)**

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

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

**\*Attachment: 1. Photo copy of UAP Original Certificate**

\_\_\_\_\_  
Signature of the Student

Date:.....

**\*\*FOR OFFICE USE**

Submission Date	Tentative Date of Delivery	Received by
		_____ DAO/DAAO

<b>1</b> Recommendation of Department.  _____ AO/DAAO	<b>2</b> Academic transcript may be issued.  _____ Controller of Examinations
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<b>Student Name :</b> <b>Registration No:</b> <b>Department:</b>
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**Student Copy**

**Transcript (Only for those, who received Original Certificate without transcript)**

(Examinations Office: 74/A, Green Road, Dhaka- 1205)

Submission Date	Tentative Date & time of Delivery from Exam. office	Received By
	Date..... & time 9:00 am to 5:00 pm	_____ DAO/DAAO

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

**NB.: # Student copy must be surrendered at the time of taking delivery the Transcript**

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