

Attested  
Photograph of  
Student



To be filled in by Controller of Exam Office  
Paid certificate fee Tk.....  
(Cash/cheque) M.R.No.....  
Date of application: .....  
Expected delivery date.....  
Retake: .....subject(s) / No retake  
Additional: ..... subject(s) / No Additional

## APPLICATION FOR TRANSCRIPT OF ACADEMIC RECORD

1. Applicant's Name (In block letters): .....
2. Father's Name: .....
3. Present Address: .....
4. Telephone No: ..... Mobile: .....
5. Name of Program: ..... ID No: ..... Batch:.....
6. Type of Transcript: Partial Transcript/Final Transcript/Duplicate  
(Identify by ✓ mark)
7. Major area of study: .....

### **Transcript fees** (Tick mark (✓) where applicable)

Type of Transcript	Original	Duplicate
Full (final) Transcript	Tk. 1000/-	Tk. 200/-
Semester Transcript (Partial)	Tk. 500/-	Tk. 100/-

Checked by: \_\_\_\_\_

Signature of the Student  
Date: \_\_\_\_\_

Books are due / Not due	All dues clear / not clear	Issue/do not issue transcript
Signature of Librarian	Signature of Accounts Head	Signature of Controller of Examinations

### THIS SECTION IS TO BE FILLED IN BY THE VICE-CHANCELLOR'S OFFICE

Number of required page of Transcript: .....

Date of Issue : .....

Permission of the Vice-Chancellor

Acknowledge the receipt  
of transcript

\_\_\_\_\_  
Vice-Chancellor

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