

## **Application Form for Transcript, Provisional & Original Certificate**

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

<b>Application for</b> ( please $\sqrt{\text{mark}}$ )		☐ Transcript ☐ I	Provisional Certificate  Original Certificate
Student Name (as per last degree certificate)			
Registration No.:			
Department:			
Programme:			
Major Area of Student (only for MBA & EMBA):			
Required Credits:			
Credits Earned:			
Completing Semester:			
Emergency Contact Number:			
Date of Birth:			
Attachment: 1. Photo copy of Pre - University Certif 2. Subject Waiver Paper (if any). 3. Photographics  Signature of the Student			
	FOR OFFICE	USE	
		nte of Delivery	Received by
Submission Date	Tentative Di	ite of Denvery	Received by
			DAO/DAAO
1 Recommendation of Department.		2 Recommendation	
DAO/DAAO Head of the Department  Cleared all Dues with Convocation fees tillSemester.			Deputy Librarian certificate has been verified. Academic transcript, Driginal certificate may be issued.
AAO (Finance & Accounts) Director, Finance & Accounts			Controller of Examinations
×			
Student Name:			
Registration No:		<b>8∞ 2</b>	Student Copy
Department:			
		& ORIGINAL CERTIFI aka- 1215, Phone: 58157	
Submission Date Tentative Date of Deli		ivery from Exam. office	Received By
NB.: # Student ID card must be surrendered at the time of tal	ring delivery of Transcrin	t & Provisional cartificate	DAO/DAAO For delivery of Original Certificate Provisional certificate has
# Authorization letter is necessary if the student would	nations.		•

submit authorization letter as per sample (samples are available in the website of UAP).
# Delivery time: 3:30 pm to 5:00 pm (Sunday to Thursday), Contact number: 58157091-4, Ext. 145, e-mail: <a href="mailto:examctrl@uap-bd.edu">examctrl@uap-bd.edu</a>