



Application Form for Additional Transcript, Duplicate Certificate

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

Application for additional/duplicate (please \checkmark mark)	<input type="checkbox"/> Transcript <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Original Certificate
Student Name (as per last degree certificate)	
Registration No.:	
Department :	
Programme:	
Major Area of Student (only for MBA & EMBA):	
Completing Semester:	
Emergency Contact Number :	
Date of Birth :	

- Attachment:**
- For Additional Transcript: Original Money receipt (fee for per set Tk.1000.00)
 - For Duplicate Provisional Certificate: i) Original Money receipt (fee Tk.1000.00) ii) Original copy of GD iii) Original Newspaper clipping of advertisement for lost certificate (N.B.: Advertisement should be published in a National Daily Newspaper).
 - For Duplicate Original Certificate: Original Money receipt (fee Tk.2000.00) ii) Original copy of GD iii) Original Newspaper clipping of advertisement for lost certificate (N.B.: Advertisement should be published in a National Daily Newspaper).
 - Copy of the Certificate, Transcript (all pages) and National ID card (NID) of the student.

Signature of the Student

Date:

FOR OFFICE USE

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

1 Recommendation of Department. _____ DAO/DAAO	2 ReceivedTk. for additional/duplicate document(s) fees. _____ AO (Finance & Accounts)	_____ Director, Finance & Accounts
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3 His/ Her CGPA: _____	_____ Controller of Examinations
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Student Name :
Registration No:
Department:



Student Copy

ADDITIONAL TRANSCRIPT, DUPLICATE PROVISIONAL & DUPLICATE ORIGINAL CERTIFICATE

(Examinations Office: 74/A, Green Road, Dhaka- 1205, Phone: 58157091-4 – Ext. 145)

Submission Date	Tentative Date & time of Delivery from Exam. office	Received By
	Date..... & time 3:00 pm to 5:00 pm	_____ DAO/DAAO

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

Delivery time: 3:00 am to 5:00 pm (Sunday to Thursday), Contact number: 58157091-4, Ext. 145, e-mail: examctrl@uap-bd.edu