Central University of Science & Technology

Application for Transcript/Provisional/Original Certificate

Sl. No. _____

Photograph

To
The Controller of Examinations
Central University of Science & Technology
Mirpur, Dhaka

Sir,
I request you to issue my Partial Gradesheet/ Testimonial/ Transcript/ Provisional/ Original Certificate/ Others (Specify) .....

My Particulars are given below

Name (BLOCK LETTER)			
Student ID		Father's Name	
Department		Mother's Name	
Program		Major	
Enrollment Semester		Batch	
Mobile		Email	

Money Receipt No.		Date		Taka	

Attachment:
1. Photocopy of Pre - University Certificate (HSC Certificate for Bachelor Degree and Degree Certificate for Master Degree Student).
2. Photocopy of NID & Student ID. 3. Recent Passport Size Photo self attested. 4. Photocopy of Money Receipt.
5. Photocopy of Provisional Certificate (only for Original Certificate)
* Incomplete application(s) without requisite enclosure (as above) shall not be considered

Your faithfully,

(Signature of Student)

For Office Use Only

1 Cleared all Dues till ..... Semester Finance & Accounts	2 Recommendation of Library & Lab Lab Incharge / Deputy Librarian
3 Recommendation of Department Chairman of the Department	4 Academic Transcript, Provisional, Original Certificate may be issued *His/ Her CGPA/GPA:* *Credits Earned:* *Semester Completed:* Controller of Examinations

Central University of Science & Technology

Application for Transcript/Provisional/Original Certificate

Sl. No. _____

Name of the Student			
Student ID		Program	
Enrollment Semester		Batch	
Date of Application		Tentative Date	

NB:
1. Student ID Card must be surrendered at the time of taking delivery of Transcript & Provisional Certificate.
   For delivery of Original Certificate Provisional Certificate has to be returned to the office of the Controller of Examinations.
2. Authorization Letter is necessary if the student would like to receive the Transcript/ Provisional Certificate/ Original Certificate by his/her representative (In such case).
3. Delivery Time: 10:00 AM to 4:00 PM (Sunday to Thursday), Contact Number: 01781331600, Email: examoffice@cust.edu.bd.

(Signature & Seal)