

Central University of Science & Technology (CUST)

Plot: 1/9, Road: 2, Block: D, Section: 15, Mirpur, Dhaka-1216, Bangladesh

Application Form for: Midterm Makeup Examination Final Makeup Examination
 Course Retake Course Improvement

Directions:

1. Attach your medical certificate/ proper documents.
2. Take approval of the course teacher(s).
3. Take approval from the Chairman of your respective department.
4. Pay required fee(s) as per policy.
5. This form should be submitted to the respective department with sufficient documents within 10 days from the missed exam.

Name: _____ ID: _____ Batch: _____

Department: _____ Program: _____ Semester: _____

Mobile: _____ Email: _____

Applied Subjects:

Course Code	Course Title	Credit	Date of Missed Exam	Approval of the Course Teacher

Reason for your absence:

<p><input type="checkbox"/> Illness/Health Issue: _____</p> <p><input type="checkbox"/> Family Emergency or Compassionate Grounds: _____</p> <p><input type="checkbox"/> Others: _____</p>
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Student's Signature: _____ Date: _____

Fee Payment

Number of Course(s)/Examination(s): _____ Approved Payment: Tk. _____

Authorized Signature & Name

Date

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OFFICIAL USE ONLY

Approval of the Chairman of Respective Department

Approval: YES NO Comments: _____

Authorized Signature & Name

Date

Approval of the Office of the Controller of Examinations for Makeup Examinations

Authorized Signature & Name

Date

Approval of the Office of the Registrar for Retake and Improvement Examinations

Authorized Signature & Name

Date