

**BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)**

Mirpur Cantonment, Dhaka-1216, Bangladesh



PP size photo  
attested by  
Head of the  
Inst./Dept./1<sup>st</sup>  
CI Gazetted  
Offr

**APPLICATION FOR TRANSCRIPT OF ACADEMIC RECORDS****(To be filled in English)**

1.	Name of the Student (Block Letter)	
2.	Father's Name (Block Letter)	
3.	Mother's Name (Block Letter)	
4.	Name of the Institution	
5.	Date of Birth	
6.	Degree Obtained	
7.	Duration of Course	
8.	Examination Roll No	
9.	Registration No with Session	
10.	Program Name with Batch No	
11.	Year of Passing	
12.	Total Cr.Hr. Required (If Applicable)	
13.	Total Cr.Hr. Earned (If Applicable)	
14.	Total Marks Allotted (If Applicable)	
15.	Result	
16.	Marks/Grade(CGPA) obtained	
17.	Major Subj	
18.	Contact Number	

Recommended By Dean/Head of Dept:

Signature &amp; Seal

Date:

Student's Signature

Date:

**APPLICATION PROCEDURE**

1. Applicant will fill up the form by himself/herself. Incomplete application will not be considered.
2. Application will be duly recommended by the Head of the Institute/Department/Dean.
3. One copy of recent PP size photograph, copy of Registration Card, Admit Card & a copy of Mark Certificates/Grade Certificates, Provisional/Original Certificate of the program, Certificate of SSC/Equivalent duly attested by the Head of the Institute/Department/Dean/1<sup>st</sup> Class Gazetted Officer with the application.
4. For each Transcript, applicant will have to deposit Tk. **500/-** in favour of BUP General Fund (**No-0028032000091**), BUP, Mirpur Cantonment, Dhaka in Trust Bank Ltd. Mirpur Branch, Dhaka.
5. Transcript will not be handed over to anyone other than the applicant/authorized representative. In case of representative an authorization certificate signed by the student has to be deposited.

**AUTHORIZATION CERTIFICATE**

I, hereby authorizes (Name) .....  
(NID No) ..... Cell No ..... to collect  
my transcript as mentioned in the above application on behalf on me due to unavoidable circumstances.  
His/her signature is as below:

\_\_\_\_\_  
Signature of Recipient

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

(Photocopy of NID of the recipient has to be attached)