

BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

Mirpur Cantonment, Dhaka-1216, Bangladesh



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

APPLICATION FOR

- Provisional Certificate Original Certificate Mark Certificate Grade Certificate
 Duplicate/Triplicate Marks Certificate Duplicate/Triplicate Grade Certificate
 Duplicate/Triplicate Provisional Certificate Duplicate/Triplicate Original Certificate
 Corrected Marks Certificate Corrected Grade Certificate Corrected Provisional Certificate
 Corrected Original Certificate

1. Applicant's Name in English (Capital Letter) : _____
2. a. Name of the Examination : _____
b. Year of Passing : _____
3. Name of the College/Institute/
Academy/Faculty : _____
4. Exam Roll No. (Final Year/Semester/Term) : _____
5. Registration No : _____
6. Session : _____
7. Result (Division/Class/CGPA) : _____
8. Major Subject : _____
9. Nationality : _____
10. Permanent Address : _____

11. Present Address : _____

12. Telephone/Mobile No : _____

Signature & Seal of the Head of the
Institute/Department/Dean

Applicant's Signature

APPLICATION PROCEDURE

1. Applicant will fill up the form by himself/herself. Any 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 SSC/Equivalent certificate (if nec) duly attested by the Head of the Institute/Department/Dean/1st Class Gazetted Officer with the application.
4. For each Mark/Grade/Provisional/Duplicate/Triplicate/Corrected Certificate 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. **Original Certificate Fee Tk-1000/- only.**
5. **Duplicate/Triplicate Certificate (Mark Sheet or Certificate):** In case of Duplicate/Triplicate Certificate (Mark Sheet or Certificate) the following documents must be submitted along with the application:
 - a. Copy of GD (General Diary);
 - b. Copy of advertisement in connection with the lost document published in the national daily newspaper.
6. **Major Correction:** Following documents to be submitted along with the application:
 - a. Affidavit copy of class one Notary Public;
 - b. Copy of advertisement published in the national daily newspaper;
 - c. Copy of SSC and HSC Certificate duly attested.
7. In case of improvement, previous original certificate (Mark Sheet/Certificate) must be submitted along with the application.
8. Mark/Grade/Provisional/Original/Duplicate/Triplicate/Corrected Certificate 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.
9. For Original Certificate '**Provisional Certificate (Original Copy)**' to be submitted with this application.

AUTHORIZATION CERTIFICATE

I, hereby authorizes (Name)
(NID No) Cell No to collect
my certificate 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)