

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 (If any) : _____
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 duly attested by the Head of the Institute/Department/Dean/1stClass 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-00280320000091), Trust Bank Ltd. Mirpur Branch, Dhaka. **Original Certificate Fee Tk- 2000/- only.**
5. **Duplicate/Triplicate Certificate, Mark/Grade Certificate:** In case of Duplicate/ Triplicate Certificate, Mark/Grade Certificate, the Copy of GD (General Diary) must be submitted along with the application.
6. **Correction:** Following documents to be submitted along with the application:
 - a. Copy of Corrected SSC/Equivalent and HSC/Equivalent Certificate duly attested.
 - b. Original copy of previous certificate (Mark Sheet/Certificate) must be submitted along with the application.
7. Any kind of 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.
8. For Original Certificate '**Provisional Certificate (Original Copy)**' to be submitted with this application except in special circumstances.

AUTHORIZATION CERTIFICATE

I, hereby authorizes (Name).....

Relation with Applicant..... (NID No).....

Cell No..... to collect my certificate as mentioned in the above application on behalf of 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)