



Office of the
Controller of Examinations

Form for
Certificate (Provisional/Original)/Transcript/Both Requisition

FORM | COE - 01

(Updated: July 2025)

Instructions

- ✓ Fill up this form and complete the formalities.
- ✓ Please check all of your information carefully before submitting the form to the office of the CoE.
- ✓ Students must show their previously earned original certificates and transcripts and submit any pending documents not provided during admission, when obtaining clearance from the ARRU, Office of the Registrar (if necessary).
- ✓ Original Student ID card must be returned.
- ✓ All dues must be cleared.
- ✓ Certificate (Provisional/Original)/Transcript/Both will be delivered to the student after 7 working days from the date of submission of the form.
- ✓ Provisional Certificate fee Tk. 1,000 & Transcript fee Tk. 700.

Part 1 Student Information

Student's Name: _____
Father's Name: _____ Mother's Name: _____
Student ID: _____ Registration No: _____
Batch: _____ Program: _____
Passing Semester: _____ Completed Credits: _____
CGPA: _____ Publication of Result: _____
Email: _____ Cell Number:

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Signature of the Student

Date:

Day

Month

Year

Part 2 For Office use only

Clearance from Central Library	Clearance from the Office of Finance & Accounts	Clearance from ARRU (Office of the Registrar)
<div>Concerned Officer Signature with Date & Seal</div>	<div>Concerned Officer Signature with Date & Seal</div>	<div>Concerned Officer Signature with Date & Seal</div>



Office of the
Controller of Examinations

Delivery Token

Instructions

- ✓ Please fill up this portion.
- ✓ Submit this portion for receiving **Certificate (Provisional/Original)/Transcript/Both.**

Student's Name: _____
Student ID: _____ Registration No: _____
Program: _____ Estimated Date of Delivery: _____

Concerned Officer of the office of the CoE
Signature with Date & Seal