



Office of the
Controller of Examinations

Form for Award Certificate Requisition

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.
- ✓ Attach the photocopy of the academic certificate obtained from this university on the basis of which the award was received.
- ✓ Award Certificate will be delivered after 7 working days from the date of submission of the form.

Student Information

Award Title: _____

Student's Name: _____

Student ID: _____

Registration No: _____

Batch: _____

Program/Degree: _____

CGPA: _____

Convocation Date: _____

Email: _____

Cell Number:

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Signature of the Student

Date:

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Day Month Year



Office of the
Controller of Examinations

Delivery Token

Instructions

- ✓ Please fill up this portion.
- ✓ Submit this portion for receiving **Award Certificate**.

Award Title: _____

Student's Name: _____

Student ID: _____ Registration No: _____

Program: _____ Estimated Date of Delivery: _____

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