



Office of the  
Controller of Examinations

## Form for Medium of Instruction Certificate (MOI) Requisition

FORM | COE - 05  
(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.
- ✓ Attach the Photocopy of last Academic Certificate which was acquired from this university.  
(Applicable for those who have complete graduation)
- ✓ Attach the Photocopy of SSC Certificate (Applicable for those who have not complete graduation).
- ✓ MOI will be delivered after 2 working days.
- ✓ Medium of Instruction Certificate fee Tk. 300.

### Part 1 Student Information

Student's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Registration No: \_\_\_\_\_

Batch: \_\_\_\_\_ Program/Degree: \_\_\_\_\_

CGPA: \_\_\_\_\_ Passing Year: \_\_\_\_\_

Convocation Date: Held ( ..... ) / Not Held

Email: \_\_\_\_\_

Cell Number: 

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Signature of the Student

Date: 

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Day Month Year

### Part 2 For Official Use Only

#### Clearance from the Office of Finance & Accounts

Concerned Officer  
Signature with Date & Seal



Office of the  
Controller of Examinations

## Delivery Token

### Instructions

- ✓ Please fill up this portion.
- ✓ Submit this portion for receiving Medium of Instruction Certificate.

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Registration No: \_\_\_\_\_

Program: \_\_\_\_\_ Estimated Date of Delivery: \_\_\_\_\_

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