



Office of the  
Controller of Examinations

## Form for Documents Verification Requisition

FORM | COE - 09

(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.
- ✓ Submitted documents (Verified) will be delivered after 1 working day.
- ✓ Documents Verification fee Tk. 100 (Per Document).

### Part 1 Student Information

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

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

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

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

Cell Number: 

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### Verify the following documents:

Copy of Certificate/Transcript/Others 

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 Copy(s)

\_\_\_\_\_  
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 **Verified Document(s)**.

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

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

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

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