



OFFICE OF THE REGISTRAR
(Admissions, Records & Registration Unit)

Requisition Form for Student ID Card Replacement

Instructions

- ✓ Fill up this form and complete the formalities.
- ✓ Please check all of your information carefully before submitting the form to the ARRU.
- ✓ Students must pay Tk. 200 and submit payment slip with passport size photo.

Part 1 Student Information

Student's Name: _____ Student ID: _____

Program: _____ Batch: _____

Email: _____ Blood Group: _____

Cell Number:

Date of Birth :
Day Month Year

Reason for ID Card Reprint: _____

Signature of the Student

Date:
Day Month Year

Part 2 For Office use only

Comments of the Department	Clearance from ARRU (Office of the Registrar)
<div>Signature with Date & Seal</div>	<div>Concerned Officer Signature with Date & Seal</div>



OFFICE OF THE REGISTRAR
(Admissions, Records & Registration Unit)

Delivery Token

Instructions

- ✓ Please fill up this portion.
- ✓ Submit this portion for receiving **Reprint Student ID Card**.

Student's Name: _____

Student ID: _____ Registration No: _____

Program: _____ Estimated Date of Delivery: _____

Concerned Officer of the ARRU
Signature with Date & Seal