



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 Office 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