



Office of the
Controller of Examinations

Form for
Name Correction (Certificate/Transcript/Both) Requisition

FORM | COE - 07
(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 SSC Certificate and Submit Certificate/Transcript/Both in which name is incorrect.
- ✓ Name Correction (Certificate/Transcript/Both) will be delivered after 7 working days from the date of submission of the form.
- ✓ Certificate Name Correction fee Tk. 1,000 & Transcript Name Correction fee Tk. 700.

Part 1 Student Information

Student's Name: (Incorrect Name) _____

(Correct 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:

Day			Month			Year			

Part 2 For Office Use Only

Clearance from the Office of Finance & Accounts	Comments from ARRU (Office of the Registrar)
Name Correction Fee ☐ Certificate 1,000/- ☐ Transcript 700/- ☐ Both 1,700/- _____ Concerned Officer Signature with Date & Seal	_____ 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 Name Correction (Certificate/Transcript/Both).

Student's Name: _____

Student ID: _____ Registration No: _____

Program: _____ Estimated Date of Delivery: _____

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