



**Uttara
University**

**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 Copy(s)

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



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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