



BGMEA University of Fashion & Technology (BUFT)

Application Form with Instructions for collecting Certificate & Transcript

Photo

To
The Controller of Examinations
BGMEA University of Fashion & Technology (BUFT)

Dear Sir,

I have completed all the requirements for the degree of Hon's / Masters/ Diploma (APM)/ Six Months Certificate. I would be grateful to you if you please issue me **Provisional/ Original Certificate & Transcript**. I am providing the relevant information below.

Student's Name: _____ **ID:** _____

(Write as per SSC/ 'O' level/ Equivalent Certificate)

Father's Name: _____

Department: _____ **Mobile number:** _____ **Date:** _____

Put (v) Mark from the list:

- | | | | |
|-------------------------------------|-------------|---------------------------|-------------|
| 1) Provisional Certificate | Tk. 1000.00 | 4) Original Certificate | Tk. 1500.00 |
| 2) Complete Transcript | Tk. 500.00 | 5) Incomplete Transcript | Tk. 200.00 |
| 3) Diploma Certificate & Transcript | Tk. 700.00 | 6) Six Months Certificate | Tk. 300.00 |

In case of Incomplete Transcript no need Clearance of Library

Student's Signature & Date: _____ **Receiving Officer's Signature:** _____

(Official Use Only)

Take clearance from the following sections:

Sl No	Section	Remarks	Signature & Date
1	Accounts Section		
2	Library		
3	Controller Section		

Department: _____ **CGPA:** _____ **Total Credit:** _____ **Passing Year:** _____

Student's Copy

Put (v) Mark from the list:

- | | | | |
|-------------------------------------|-------------|---------------------------|-------------|
| 1) Provisional Certificate | Tk. 1000.00 | 4) Original Certificate | Tk. 1500.00 |
| 2) Complete Transcript | Tk. 500.00 | 5) Incomplete Transcript | Tk. 200.00 |
| 3) Diploma Certificate & Transcript | Tk. 700.00 | 6) Six Months Certificate | Tk. 300.00 |

Student's Name: _____ **ID:** _____

Department: _____ **Receiving Officer's Signature:** _____ **Date:** _____

Certificates will be issued within 5 working days from the date of application submission.

The Payment receipt must be attached to the Application Form. Otherwise application form will not be acceptable.

N.B.:

- ❖ Enclose photocopy of your SSC/ Dakhil/ 'O' level/ Equivalent certificate.
- ❖ Enclose photocopy of Payment receipt of Transcript/ Certificate.
- ❖ Enclose photocopy of your NID Card/ ID card of the University.
- ❖ Enclose two copies of recent photographs in the relevant portion of the application form.
- ❖ Provisional Certificate will be surrendered at the time of receiving Original Certificate.

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Hotline: 01310623692