



## BGMEA University of Fashion & Technology (BUFT) Instructions for collecting Certificate & Transcript

Students who wish to withdraw their academic certificate of Hon's/ Masters/ Diploma (APM)/ Six Months Certificate are requested to follow the steps outlined below:

### Certificate Fees:

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

### Application Procedure:

1. **Collect the Application Form**
  - Through UCAM or <https://buft.edu.bd/controller-of-examination-office>
  - From the Controller's Office/ Information Desk, BUFT
2. **Fill up the Application Form** properly with all required details.
3. **Attach the Following Documents with the Completed Application Form:**
  - Photocopy of the **money receipt**
  - Photocopy of **SSC certificate**
  - Two (2) **passport-size photographs**
4. **Method of Payment:**
  - At the **BUFT Premier Bank booth/ Online banking/ Mobile banking** or
  - At **any branch of Premier Bank**
  - Collect the **money receipt** after payment.
5. **Obtain Clearances:**
  - **Accounts Section Clearance ( Room - 002)**
  - **Library Clearance ( Room – 106)**

**Note:** You **do not need to attach** a photocopy of the **SSC certificate, NID card, or student ID card** for the **Complete Transcript/ Incomplete Transcript/ Diploma Certificate/ Six Months Certificate**

6. **Submit the Completed Application Form**
  - To the **Controller's Office, BUFT**
  - Upon submission, you will receive a **token** as proof of application.
7. **Processing Time:**
  - Certificates will be issued **within 5 working days** from the date of application submission.
  - **Complete or incomplete transcripts, diploma certificates, and six-month certificates** will be provided within a minimum time of **half an hour**.
8. **Certificate Collection:**
  - At the time of collection, you **must show the token** at the Controller's Office.
  - The application **can be submitted by someone else**, but Certificate collection must be done by the student.
  - **Provisional Certificate** must be surrendered at the time of receiving **Original Certificate**.

## Instructions for collecting Duplicate Provisional/ Original Certificate

### Duplicate Provisional/ Original Certificate

Students who have previously collected the **Provisional/ Original Certificate** can apply for a duplicate **Provisional/ Original Certificate** if their document is lost, stolen, or damaged.

To apply students are required to submit the following documents:

- **The original copy of the General Diary (GD) from the concerned police station**
- **The original newspaper clipping of the advertisement for the lost certificate (advertisement published in a daily newspaper)**

**Note:** Incomplete applications or missing documents will not be accepted. Please ensure that all steps are completed properly.