

Bangladesh Maritime University

Office of the Controller of Examinations



One Copy PP size photo
duly attested by Head of
the Department/Academy/
Institute

Application for (Tick one only in each case – Application Procedure overleaf)

☐ Certificate

☐ Certificate (Provisional)

☐ Academic Transcript

1. Applicant's Name

a) In Bangla : _____

b) In English (Capital Letter) : _____

2. Mother's Name : _____

3. Father's Name : _____

4. Date of Birth (DD-MM-YYYY, Month in character) : _____

5. Gender : ☐ Male ☐ Female ☐ Others

6. NID/Birth Registration Number : _____

7. a) Name of the Examination : _____ b) Year of Passing: _____

c) Held in : _____ d) Date of Publishing Result: _____

8. Name of the Programme : _____

9. Name of the Department/Academy/Institute: _____

10. Registration No. : _____ Student ID/Roll: _____

11. Batch No. : _____ Session: _____

12. Result (Division/ CGPA) : _____

13. Nationality : _____

14. Permanent Address : _____

15. Present Address : _____

16. Tel/Mobile: : _____ 17. E-mail: _____

Signature & Seal of Head of the
Department/Academy/ Institute
(with date)

Applicant's Signature (with date)

Application Procedure

1. Application Form is to be filled up by the applicant. Incomplete application form will not be accepted.
2. Application is to be duly recommended by the Head of the Department/ Academy/ Institute.
3. One copy of recent PP size photograph and photocopy of Registration Card, Admit Card, SSC Certificate, NID/Birth Registration Certificate, Gazette notification of final result and Bank Deposit Slip are to be submitted along with Application Form.

4. **Fee details: ***

Ser No	Programme/ Institutes	Academic Transcript	Certificate (Provisional)	Certificate	Duplicate Academic Transcript	Duplicate Certificate (Provisional)	Duplicate Certificate
01.	Hon's	Tk. 1000/-	Tk. 500/-	Tk. 1000/-	Tk. 1000/-	Tk. 1000/-	Tk. 2000/-
02.	Master's	Tk. 1000/-	Tk. 500/-	Tk. 1000/-	Tk. 1000/-	Tk. 1000/-	Tk. 2000/-
03.	Affiliated Institute	Tk. 1000/-	Tk. 1000/-	Tk. 1000/-	Tk. 2000/-	Tk. 2000/-	Tk. 2000/-

*Approved by 35th Syndicate held on 30 July, 2023.

5. **Duplicate Certificate (Transcript/Certificate):**

Following documents are to be submitted along with application for Duplicate Transcript/ Certificate:

- a) Copy of GD (General Diary) filed in nearby Police Station.
- b) Original copy of daily newspaper advertisement informing certificate(s) being lost.

6. **Major Correction in Name (Change of First/Last name):**

Following documents are to be submitted along with application to change first/ last name:

- a) Affidavit copy of class one Notary Public regarding correction of name.
- b) Original copy of daily newspaper advertisement informing the affidavit.
- c) Attested copy of corrected SSC and HSC Certificates.

7. To collect Certificate, provisional certificate is to be surrendered to the Controller of Examination office.
8. Clearance of following Offices will be required to collect any certificate (Not applicable for Affiliated Institutes):

a. Hall Provost : _____

b. Dy/ Asst Director (Finance & Accounts) : _____

c. OIC Cafeteria : _____

d. Asst Librarian : _____

e. Section Officer (Concerned Faculty) : _____