



**Office of the Controller of Examinations**  
**Jahangirnagar University**  
Savar, Dhaka, Bangladesh

<i>Applicant's Photo</i> (Attested by Hall Provost)	<b>Normal / Urgent</b>	Office will be fillup : Amount of Taka deposited to bank : .....
	<b>First /Duplicate/Triplicate</b>	Receiving date of application : ..... Serial No. : ..... Issue date of Transcript : .....

**Application for Transcript of Academic Records**

1. Applicant's Name (Capital Letter) : .....
2. Father's Name (Capital Letter) : .....
3. Mother's Name (Capital Letter) : .....
4. Department/Faculty/ Institute : .....
5. Name of Hall : .....
6. ID. No. : ..... Registration No ..... .....
7. Name of the Program : .....
8. Name of Degree : .....
9. Commencement Trimester : ..... Completing Trimester: .....
10. Major Field of Study : .....
11. Results : Total Credit Hour : ..... Obtained CGPA : .....
12. Present Address : .....  
.....  
..... Mobile No : .....
13. Thesis/Research Project Title (**Clearly**) : .....  
.....  
.....  
.....

**N.B.: Must be attached the photocopy of SSC/HSC certificate.**

\_\_\_\_\_  
*Applicant's signature & date*

S.L. No. of Transcript : : .....

Delivery date : .....

\_\_\_\_\_  
*Applicant's signature*

**N. B.: Rate of Fees :**

Name of Certificate / Transcript	Rate of Fees	
	Normal	Urgent
Provisional Certificate	1,500/-	1,800/-
Original Certificate	4,500/-	4,700/-
Transcript of Academic Records	1,800/-	2,000/-

1. The amount of fee will be deposite to “ **JU Evening & Weekend Program**” A/C no. **0200003830151**, **Agrani Bank Ltd. JU Br.** and attached the money receipt with the application form.
2. For Duplicate or Triplicate Certificate must be given a 'certificate loss advertisement' to any national dailys and a G.D. to nearly Police Station & a separate application with application form.

N.B.: For Academic Transcript please write down below the Course no. & Course title you have attended in EMBA/W MBA/EMCS/PMIT/.....(including Waived or prerequisite courses) degree level in this University.

Name of Semester	Course nos.	Course Titles	For Office use only		
			Credit Hours	Obtained Grade	Remarks