



BRAC University

Application Form for Make-up Exam

Directions:

1. Verify your medical certificate/documents along with your health card from BRACU medical center (for medical ground)
2. Take approval of the course teacher/s
3. Take approval from the Dean/Chair of your respective department
4. Pay Tk. 2500/- for each course as make-up exam fee at BRACU booth/Bank. Take clearance from Accounts and Finance Department
5. This form should be submitted to the Controller's Office with sufficient documents within 10 days from the missed exam.

Name: _____, ID: _____

Department/School: _____, Current Semester: Spring/Summer/Fall

Address: _____, Tel: _____

Mobile Number: _____, E-mail: _____

Applying for: Make-up Final Exam

Make-up Mid Term Exam

Make-up for the following subjects:

Course Code	Course Title	Section	Date of missed exam	Approval of the course teacher

Reason for your absence:

<p><input type="checkbox"/> Illness/Health issue: _____</p> <p><input type="checkbox"/> Family emergency or compassionate grounds: _____</p> <p><input type="checkbox"/> Others: _____</p>
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Student's Signature: _____ Date: _____

Make-up Fee Payment

Number of courses: _____ Approved for Payment: Tk. _____

Authorized Signature, Name

Date

Please turn over >>

OFFICIAL USE ONLY

Medical Center

Medical Certificate has been verified YES <input type="checkbox"/> NO <input type="checkbox"/>
The leave for this period _____ may be granted.
Comments: _____
Signature _____
Date: _____

Approval by the Dean/Chair of respective department

Dean's/Chair's Approval YES <input type="checkbox"/> NO <input type="checkbox"/> Comments _____
Dean's/Chair's Signature _____ Date & Seal _____

Office of the Controller of Examinations

Authorized Signature, Name _____ Date _____
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