



BRAC UNIVERSITY

Application Form for Make-up Examination

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. Fee for make-up exam of each course is Tk. 3000/-. Please pay fees in the BRACU booth/Bank. Take clearance from the Accounts Section.
5. This form should be submitted to the Controller's Office with sufficient documents within 10 days from the last date of the 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 Courses:

Course Code	Course Title	Section	Date of Missed Exam	Approval of the Course Teacher

Reason for your Absence in the Exam:

- Illness/Health issue: _____
- Family emergency or compassionate grounds: _____
- Others: _____

Student's Signature: _____ Date: _____

OFFICIAL USE

Accounts Clearance:

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

Authorized Signature & Seal

Date

Medical Center:

Medical Certificate has been verified YES NO

The leave for this period _____ may be granted.

Comments: _____

Signature & Seal: _____

Date: _____

Approval by the Dean/Chair of Respective Department

Dean's/Chair's Approval YES NO Comments _____

Dean's/Chair's Signature _____ Date & Seal _____

Controller's Office

Authorized Signature, Name _____ Date _____