BRAC University

DOCUMENT REQUEST FORM

(Must be collected within 30 days of application)

Number of Copies: _______ Official

Name: ____________________________ (Print name as written in the last degree certificate)

Address: __________________________

Phone Number: _____________________

Mobile Number: ____________________

E-mail address: _____________________

Degree Received or Pursuing:

Bachelors/Masters: __________________

Purpose: __________________________

Recipient’s Name: __________________

Address: __________________________

Phone: ____________________________

I request to issue the following document(s).

☐ Degree Completion Letter : Tk. 200.00
☐ Duplicate Certificate (if original is lost) : Tk. 2,000.00
☐ Duplicate Provisional Certificate (if original is lost) : Tk. 500.00
☐ Letter of Recommendation : Tk. 200.00
☐ Medium of Instruction Letter : Tk. 200.00
☐ Migration Certificate : Tk. 500.00
☐ No Objection Certificate : Tk. 200.00
☐ Studentship Certificate : Tk. 200.00
☐ Transfer Certificate : Tk. 500.00
☐ Transcript : Tk. 500.00
☐ Transcript (Emergency) : Tk. 800.00
☐ Attestation of Documents (Per Copy) : Tk. 200.00
☐ Sealed Envelope (Per Envelope) : Tk. 200.00
☐ Others __________________________

Instructions:
1. Fill up the form
2. Submit payment in the BRACU booth/Bank
3. Submit the payment slip to Accounts & get clearance
4. Submit the form to Controller’s office

Official Use

Amount Paid __________________________

Accounts Clearance

Authorized Signature

Prepared by __________________________

Verified by __________________________

Confirmed by _________________________

Note:

Applicant Signature

__________________________