



website : [www.cu.ac.bd](http://www.cu.ac.bd)  
 e-mail : [dracademiccu@yahoo.com](mailto:dracademiccu@yahoo.com)  
[dracademic@cu.ac.bd](mailto:dracademic@cu.ac.bd)

AGRANI BANK, C.U.BRANCH  
 Pay Order No: .....  
 Dated: .....  
 Tk.....

The Deputy Controller of Exams./Deputy Registrar, office of the Controller Examinations, CU is requested to verify the particulars stated by the applicant & to send the report as per serial 20

Dealing Asstt./Dealing Officer

Deputy Registrar (Academic)

To  
 The Deputy Registrar (Academic)  
 Registrar Office  
 University of Chittagong

**APPLICATION FOR ACADEMIC TRANSCRIPT**

1. Name of the Student (in Block Letters) : .....
2. Father's Name : .....
3. Mother's Name : .....
4. Present Postal Address : .....
5. Mobile No. : .....
6. Name of the Institution : .....
7. Registration No. / ID NO. : .....Session.....
8. Name of the Examination Passed : .....
9. Duration of Course : .....
10. Examination Roll No. : .....
11. Year of the Examination : ..... (Held in .....)
12. Class obtained with Position/CGPA/GPA earned : .....
13. Subject/Discipline : .....
14. Faculty : .....
15. Name of the Hall : .....
16. Medium of Instruction : .....

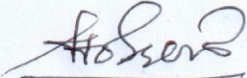
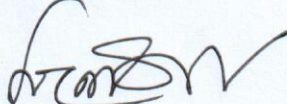
17. Record of Examinations to be verified (a) Photocopies of all Marks Sheets (b) Photocopies of Certificates (Both Sides) (c) Attested Photocopy of Registration card are to be enclosed. One set of mark sheet and certificate for each copy of Transcript applied for and an additional set of mark sheet & certificate for office records should be submitted. Photocopies of Mark sheets and certificates are to be submitted without attestation. **Copy of mark sheets and Certificates must be in English & both sides of original certificate must be photocopied.**

18. State the status if the applicant is in the service of Chittagong University :-  
 .....

19. Full postal address (in block letters) of the person (s) or organization (s) is/are to be mentioned where the verification report is/ are/ to be sent (Recipient Address).

Signature of the Student & date

Note: For verification & sending report of each degree to one person/organization, a fee of Tk. 1,000/- for first copy and a fee of Tk 400/- for each more copy are to be paid through a Pay Order from Agrani Bank, Chittagong University Branch in favour of the Registrar, Chittagong University. In case of emergency an urgent fee of Tk 500/- is to be paid through Pay Order.

/Sadar/  

Cont. ....P/2



