

OFFICE OF THE CONTROLLER OF EXAMINATIONS
KHULNA UNIVERSITY OF ENGINEERING & TECHNOLOGY
Khulna-9203, Bangladesh.

Application Form for (please tick) Original / Duplicate:

Provisional Certificate, (Tk. 100)

English Proficiency Certificate, (Tk. 50)

Grade Conversion Certificate, (Tk. 50)

Transcript, (Tk. 200)

To
The Controller of Examinations
KUET, Khulna-9203, Bangladesh.

Sir,

I am requesting you to issue my above said document(s). In this connection, my particulars are given below for your kind information and necessary action.

1. Name of the Student : _____
(as per S.S.C Certificate)

2. Father's Name: _____

3. Class Roll No.: _____ Name of the Department : _____

4. Session Attended: From _____ to _____ (Example : 2000-2001 to 2003-2004)

5. *Equivalent marks (%) : _____ Cumulative Grade Point Average (CGPA) : _____

* from 08 batch: **formula 1.** $[79+80(CGPA-3.75) \text{ for } 3.75 \leq CGPA < 4.00]$; **formula 2.** $[44+20x(CGPA-2.00) \text{ for } 2.20 \leq CGPA < 3.75]$

6. Name of Degree : _____ Awarding Date : _____

7. Permanent Address :

House No. : _____ Road No. & Name : _____

Village / City : _____ Post Office : _____

Police Station : _____ District : _____

8. Present Postal /Courier/ Mailing Address: _____

Mobile No.: _____ E-mail : _____

9. Delivery time: 11:00 am to 12.30 pm & 3.15 pm to 4.15 pm. Certificate delivery: Room no. 06

10. Enclosed (pls. tick) : One copy of clearance sheet. Money deposit slip

11. Bank Scroll No.: _____ Deposit Date: _____ Amount: _____

(PP size photograph)

(Pls. paste here)

Yours faithfully,

Signature of the student
Date :

The signature and photo of the applicant is hereby certified and recommended to deliver the certificate.

Dept. Teacher's Signature with Seal

P-
(Provisional Certificate Sl. No.)

Received by (full name) & Date

N.B. Main Certificate will not be issued unless Provisional Certificate (PPC) is surrendered.

In case you have lost your Provisional Certificate :

- a. Record a GD in a nearby Police Station.
- b. Publish a Lost Advertisement in any local/national newspaper.
- c. Deposit money in Janata Bank, KUET Branch only. (Money deposit slip is available in Controller Office/www.kuet.ac.bd)
- d. Attach the GD copy, lost advertisement copy and Money deposit slip with an application to Controller of Examinations, KUET.
- e. After necessary formalities you will receive your Duplicate Certificate after a certain period of time.