

HOW TO APPLY FOR PROVISIONAL CERTIFICATE

Graduand students are requested to complete the following procedures to apply for their Provisional Certificates

Requirements

- Collect an Application Form of Provisional Certificate from the Department Office
- Complete the Application Form properly and submit to the Department Office.
- All tuition fees and dues should be settled
- Degree Processing Fee: Tk. 1000/- should be paid to the Accounts
- Library books should be returned to the Library before applying
- Must show **Student ID Card** to the Registrar's Office while collecting the Provisional Certificate
- **All Original previous Academic Records (SSC, HSC, Honours, and Diploma Certificate and Mark sheet) should be provided to the Registrar's office along with one set of Photocopy of all before collecting the Provisional Certificate.**

Please be noted that Registrar's office needs Seven (07) Working Days to deliver the Provisional Certificate after receiving the application from the Department