

Date:
To,
The Controller of Examinations
Bangladesh University of Business & Technology (BUBT)
Rupnagar, Mirpur-2, Dhaka- 1216.

Clearance From

Clearance from Accounts section with payment of
TK..... as the fees of for Original Certificate/
Provisional Certificate/ Transcript/ Testimonial/
Grade Sheet/ Migration Certificate/ Medium of
Instruction/ Academic Progress report.

Controller of Examinations

***Subject: Prayer for Original Certificate/ Provisional Certificate/ Transcript/ Testimonial/
Grade Sheet/ Migration Certificate / Medium of Instruction/ Academic Progress report.***

Dear Sir,

I beg to state that I am a regular Student ofProgram of
.....Intake, bearing ID No. I have already completed all my courses up to
the.....semester. Now I need the
..... of those Courses for my personal need.

I therefore, request you to be kind enough to provide my with
..... and oblige thereby.

Your Obedient Student

.....
Name of the Student :

Program :

Intake :

Section :

ID No. (Full) :

Mobile No. :

Official Clearances

Information about approval of University
Authority by the office of the Controller of
Exam:

Accounts Section:

Computer Lab:

Library:

Students Affairs: