



Mawlana Bhashani Science and Technology University

Santosh, Tangail-1902, Phone:01921-62417, Fax: 0921-51900

Application Form For Transcript of Academic Records

To

The Controller of Examinations
MBSTU

Serial No. :

Sir

I am requesting you to issue the Transcript of my B.Sc.(Engg.)/B.Sc.(Hons.)/BBA/BSS(Hon's)/
B.Pharm./M.Sc. Engg./M. Engg./M.S/M.Phil/Ph.D in.....
.....

Necessary Particulars are given below:

01. Name (IN BLOCK LETTERS):

a) In English:

b) In Bengali:

02. Date of Birth: Mobile No.:

03. Registration No./Student No./Student ID.:

04. Faculty:

05. Department:

06. Session:

07. Date of completion of the degree required:

08. Year of Examinations:

a) Scheduled:

b) Held in:

09. Total number of credits earned:

10. Cumulative Grade Point Average (CGPA):

Your's faithfully

Date:.....

Signature of the Student

Enclosed:

01. Attested Photocopy of S.S.C. Certificate.

02. Attested Photocopy of all Grade sheets.

03. Bank Receipt: Bank Scroll No.:Date:Tk.:

NB: Transcript Fee 400/- Taka (For Emergency Fee 200/- Taka). Transcript will be normally issued within
07-10 days. In case of emergency it will be delivered within 24 hours by submitting of emergency fee.
Taka= for Transcript of Academic Records.