



NOTICE

COLLECTION OF MAIN TRANSCRIPT AND PROVISIONAL CERTIFICATE: DEPARTMENT OF ENGLISH (1st Batch)

1. This is for information of all concerned that, students of Department of English (1st Batch) can collect their main Transcript and Provisional Certificate from 06 April 2020 by following the procedure below:

Necessary Documents:

1. Collect “**Application Form**” from Office of the CoE or BAIUST website and fill it in.
2. Attach **1x Colored photo and photocopy of NID/Birth Registration.**

Service Delivery: Within **the day** after the application.

(**N.B:** “Clearance Form” is not needed for applying as CoE office will collect the list of “Cleared” students earlier. Non Clear students cannot collect their transcript and certificate within a day)

2. **For Department Only:** Department of English is requested to instruct their students and confirm the wide circulation of this Notice. The notification will be available in the BAIUST website. For any further query, the undersigned may kindly be contacted with.

Md.Rezaul Karim
Deputy CoE

Distribution:

Internal:

Action:

Department of ENG
All Notice Boards
BAIUST website

Information:

CSE/EEE/ DBA/Sc.&Hum/CE//LAW /Treasurer’s Office/Registrar’s Office/ Hall
Provosts/DSW-BAIUST