



CHITTAGONG VETERINARY AND ANIMAL SCIENCES UNIVERSITY

APPLICATION FOR TRANSCRIPT OF ACADEMIC RECORDS

To
The Controller of Examinations
Chittagong Veterinary and Animal Sciences University
Khulshi, Chittagong.

Through: Proper Channel

Dear Sir,

I would request you to issue a transcript of academic records regarding my studies for the degree of
.....

Yours Faithfully

Date:

.....
Signature of the Applicant

To be filled in by the applicant

1. Name of the Student :
2. Registration & Roll Number :
3. Admission Session :
4. Year of Completion of the Degree Programme :
5. Degree Awarded :
6. Duration Required for the Degree :
7. Total Number of Semester Attended :
8. Total Credits Required for the Degree :
9. Total Credits Earned :
10. Cumulative Grade Point Average (CGPA) Obtained :
11. Highest CGPA Obtained in the Examination :
12. Lowest CGPA Obtained in the Examination :
13. Mailing Address :
14. Mobile Phone No. :
15. Thesis Title (In Block Letters) In case of MS :

16. Particulars of Payment of the fee of Transcript vide Receipt No:

Date:

Enclosure: All Attested Photocopies of Mark Sheet and pay in slip.

Rate of Fees:

1. Academic Transcript (Normal Issue) Within Seven Days — 1000.00 (Tk. One Thousand)
2. Academic Transcript (Urgent Issue) Within Three Days — 1300.00 (Tk. One Thousand
Three Hundred)
3. Academic Transcript (Original Set) — 1000.00 (Tk. One Thousand)
4. Academic Transcript (Next Every Set) — 700.00 (Tk. Seven Hundred)
5. Every Set of Academic Transcript Attestation — 500.00 (Tk. Five Hundred)
6. Every Set of Academic Transcript Verification — 700.00 (Tk. Seven Hundred)