



Note: This message is for only those students of the Fall-2020 semester (203) whose academic documents are not yet completely verified and thus they have '6' in the last third digit of their ID numbers.

Dear Students,

You need to come to the Registrar's Office (3rd floor of the Admin Building) on your enlisted date (see SMS) **between 10 am and 12:30 pm or 2pm and 4:30pm** with all the documents mentioned below and submit the photocopies by showing the original documents.

Please bring all the ORIGINAL copies with the photocopies.

For Undergraduate Students:

▪ **Bangla Medium**

1. SSC certificate and marksheet/transcript
2. HSC certificate and marksheet/transcript
3. HSC registration card
4. Two passport-size photos of student
5. One passport-size photo of each parent
6. Photocopies of student's, father's and mother's NID cards (and passports if available) – original not needed

▪ **English Medium**

1. O-level certificate
2. A-level certificate
3. Statement of entry of A-level examination
4. Two passport-size photos of student
5. One passport-size photo of each parent
6. Photocopies of student's, father's and mother's passports (and NID if available) - original not needed

For Graduate Students:

1. SSC certificate and marksheet/transcript OR O-level certificate
2. HSC certificate and marksheet/transcript OR A-level certificate
3. Undergraduate degree certificate and transcript
4. Copy of NID or passport of the student - original not needed
5. Two passport-size photos of the student
6. For students of Master of Public Health — In addition to the above-mentioned documents, they need to bring their Internship Certificate and BMDC Certificate. Separate transcripts of all the professional exams are needed.
7. A foreign degree student must submit an Equivalence Certificate from the UGC.
8. EMBA students must submit 3 years and EMPH students must submit 5 years of Job Experience Certificate

IMPORTANT: If you have corrected any information in the academic documents or lost any document, you have to submit the revised/duplicate copy and show the original ones. You must bring all documents related to corrections/reissue such as application to the education board, payment slip, General Diary (GD) copy, newspaper advertisement, affidavit, as appropriate.

Looking forward to your prompt cooperation in this regard. Thank you.

12/09/2024

Dr. Ahmed Tazmeen, Registrar