Islamic University of Technology (IUT)
Organisation of Islamic Cooperation (OIC)
Office of the Registrar

DOCUMENT / SERVICE REQUEST FORM

[Please read the instructions below very carefully] **Date**:

Name: _____

Student ID.: _____ **Date of Birth:** _____ **Gender:** _____

Programme: _____ Department: _____ CGPA: _____

Present Semester: _____ Graduation Year (past/fut): _____ Country: _____

E-mail Address: _____ Contact No.: _____

Category:
- ☐ Full Scholarship
- ☐ Partial
- ☐ Self Financed
- ☐ Residential
- ☐ Non-residential

Reason of Document Requirement:

Document(s) Required

- ☐ **Transcript** ____Copy (*1 copy free during graduation, extra each BDT 200.00*)
- ☐ **Gradesheet** of ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th Sem. _____Copy (*BDT 100.00 each*) (For current students only)
- ☐ **Studentship Certificate (To Whom It May Concern)**
- ☐ **Other** _____
- ☐ **Migration Certificate**
- ☐ **Testimonial**
- ☐ **Attestation** ____Sets. (*BDT 200.00 per 10 sets)*

Total Payable Amount :

_____

I want to receive the document: ☐by E-mail (Scan) ☐Hardcopy by myself ☐ Hardcopy by nominee

Name of nominee: _____Relationship: _____
(Applicant or nominee must show photo identity to collect the document)

Applicant's Signature: _____

FOR OFFICIAL USE

☐ The applicant has cleared all dues / ☐ has due of US$_____ as on _____date.

Comment:
☐ *Delivered* **Authorised Officer** _____

✂----------

STUDENT'S COPY

Name _____, Student ID _____, has paid BDT/USD_____ for_____

S/he will collect the document on _____date. ☐ *Delivered*

Responsible Officer _____

Instructions:

1. Get this form from IUT website or from Room 319 of Administrative Building. Fill up this form by typing or clear hand writing.
2. (i) Take payment slip from Room-319 and pay cash at Room-302. Or send payment by bkash (01844056010).
   (ii) For special cases, you can also pay **BDT** to *'IUT, Account No. 4018-085407-430, AB Bank Ltd., Board Bazar Branch'* by any method from any place.
   (iii) For **USD** pay (demand draft or direct transfer) to *'Islamic University of Technology, FC Account No. 4004-099724-030, Swift Code: ABBL BDDH 004, Telex: 632362 ABBMJ BJ, AB Bank Limited, Motijheel Branch'*.
3. Now either submit the hard copy Form with payment slip to Room-319 or send the soft copy of the filled up Form with proof of payment to **reg.info@iut-dhaka.edu**.You will be informed time of delivery after submission.
4. Collect the delivery of document from Room-319 or by email on the mentioned date and time.

N.B.: Send all verification, attestation, other university admission, WES etc. related emails to regstrar@iut-dhaka.edu and verification@iut-dhaka.edu