



Rajshahi Medical University
Temporary Office: Professors quarter, Building no. 02
Rajshahi Medical college campus, Rajshahi-6000
Phone no: 0247-811145, email: controller.rmu@gmail.com
web: www.rmu.edu.bd

One copy of
attested passport
size photo should
be attached with
gum from
principal of the
institute

Application for Provisional/ Main /Marks/Duplicate Certificate/ Marksheet of Academic Records

Bank Receipt no Date Amount of money

1. Applicant's Name (Block Letter)
2. Applicant's Name (Bangla)
3. Mother's Name
4. Father's Name
5. Permanent Address: Village/Para Post Office
- Police Station District
6. Name of Examination
- Year of Examination Examination Held in Year
- Roll/ID Number
7. Name of College
8. Name of Examination Center
9. Nationality

Signature Of the Applicant with Date

Signature of the Principal/Provost with Date, Seal & Recommendation

RULES:

10. Marks Certificate/Certificate fee:					
SL NO:	Articles	General	Urgent	Duplicate	Triplicate
I	Provisional certificate (All Courses)	200/-	300/-	300/-	400/-
II	Marks Certificate (All Courses)	300/-	400/-	500/-	700/-
III	Main Certificate (All Courses)	700/-	1000/-	1000/-	1500/-
IV	Marksheet of Academic Records	1000/-	1500/-	1500/-	2000/-

11. Application fees to be deposited online on Rupali Bank limited, Account no **3707010005866**. Main copy of deposited fees money receipt will be attached with application form.

12. If the applicant wants to take the temporary certificate, it should be mentioned in the application form along with the photo attested by the principal of the concerned college. However, the main certificate will not be issued hand to hand.

13. If for any reason the temporary certificate has been lost, then the original copy of the **General Diary (GD)** of the police station and the original copy of the paper cutting along with the **admit card & registration card** of the university should be enclosed. At the time of receiving the main certificate, the provisional certificate (if received earlier) must be submitted along with the application form and photocopy of the SSC / equivalent certificate must be attached.

14. In order to obtain any duplicate certificate, the required fees, original copy of GD and original copy of paper cutting along with admit card, registration card of university and photocopy of SSC / equivalent certificate must be submitted.

15. If the applicant wants to take the Marksheet of Academic Records it should be mentioned in the application form along with the photo attested by the principal of the concerned college. However, the Marksheet of Academic Records will not be issued hand to hand.

16. **Attested photocopy of all admit card should be enclosed with the application form.**