



BRAC University

Application Form for Make up Exam

Directions:

1. Verify your Medical Certificate/Documents along with your Health Card by BRACU Doctor (for medical ground)
2. Take approval of the course teacher/s
3. Take approval by the Dean/Chair of your respective Department
4. Fee for Make up exam of each course is Tk. 1000/-
5. This form should be submitted to the Registrar's Office with Sufficient Documents within a week from the last day of the exam.

Name: _____, ID: _____

Department/School: _____, Current Semester: Spring/Summer/Fall

Address: _____, Tel: _____

Mobile Number: _____, e-mail Address: _____

Applying for: Make up Final Exam Make up Mid Term Exam

Make up for the following subjects:

Course Code	Course Title	Section	Date of missed exam	Approval of the course teacher

Reason for your absence:

Illness/Health Issue: _____

Family Emergency or Compassionate grounds: _____

Others: _____

Student's Signature: _____ Date: _____

Make-Up Fee Payment

Number of courses: _____ Approved for Payment: Tk. _____

Authorized Signature, Name

Date

Official use only

Medical Officer

Medical Certificate has been verified YES NO

The leave for this period _____ may be granted.

Comments: _____

Signature _____

Date: _____

Approval by the Dean/Chair of respective Department

Dean's Approval YES NO Comments _____

Dean's Signature _____ Date & Seal _____

Registrar's Office

Authorized Signature, Name _____ Date _____