



BRAC University

Application Form for Make up Exam

Directions:

1. Verify your medical certificate/documents along with your health card from BRACU medical center (for medical ground)
2. Take approval of the course teacher/s
3. Take approval from the Dean/Chair of your respective department
4. Fee for make up exam of each course is Tk. 1500/-
5. This form should be submitted to the Registrar's Office with sufficient documents within 10 days 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:

<p><input type="checkbox"/> Illness/Health issue: _____</p> <p><input type="checkbox"/> Family emergency or compassionate grounds: _____</p> <p><input type="checkbox"/> Others: _____</p>
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Student's Signature: _____ Date: _____

Make-Up Fee Payment

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

Authorized Signature, Name

Date

Official use only

Medical Center

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 _____