



Alliance Française
Dhaka

lundi 15 juillet 2019



CERTIFICATE DELF **DECEMBER 2018 (2018-12-js / tp)**

RÉPUBLIQUE FRANÇAISE
[MINISTÈRE DE L'ÉDUCATION NATIONALE]

Bonjour,

Service Pedagogy announces, the DELF diploma certificate for **DECEMBER 2018 (code session: 2018-12- js / tp)** is available now. You are requested to collect your certificate as per following instruction,

Certificate Delivery Time & Procedure

Following rules are mandatory for the candidates to receive their attestation / certificate-

1. The timing is from **5pm – 8pm (except Saturday and Sunday)**.
2. Candidates are required to come by themselves to collect their certificates.
3. If any candidate **fails/is unable to come by himself/herself**, the person attending instead of the candidate is needed to provide the following papers,
 - **a letter of authentication**, of which a carbon copy is also needed to be sent via email to pedagogie@afdchaka.org beforehand,
 - **ND (National ID) / professional ID card / passport copy** to identify the authorized person,
 - **Examinations admit paper (Attestation d'inscription)** of the candidate.
4. Candidates are required to show their **Admission Paper for DELF-DALF examination (attestation d'inscription)**.
5. Candidate who has already collected the **attestation de réussite** (Provisional Attestation) is required to submit his/her **attestation de réussite** (Provisional Attestation) at the time for receiving the **original** certificate.
6. Candidates are requested to **make confirmation beforehand over phone or mail** before coming for receiving the certificate to avoid complications.
7. Please note that during **inter-session** (i.e. DELF exam & result process) last 2 weeks of each **end of the session & beginning of the session** this service will remain unavailable.
8. Alliance Française reserves the right to cancel the delivery of certificate in any situation without prior notice.
9. Please note that the venue of all Certificates is **Dhanmondi Branch**.

For any further query, mail to: pedagogie@afdchaka.org

Faizul Kabir Chowdhury
Education Administrative Officer
(French courses and Examinations)

EXAMPLE

Authorization Letter to collect

Attestation / Official Document (DELF-DALF)

(Insert Date)

(Insert Name of Office or Government Agency)

(Address)

(e-mail)

AUTHORIZATION LETTER

To,

Coordinateur Pédagogique
Alliance Française de Dhaka
26, Mirpur Road, Dhanmondi
Dhaka-1205, Bangladesh

This is to authorize *(Insert Name of Person to be Authorized)* to act in my behalf to collect the *(Insert here the name of the specific Certificate/Document to be picked-up)* Candidate number: *(Insert here the candidate number of the specific Certificate; please check your ADMIT paper or attestation d'inscription)*. I do not have any objection for *(Insert Name of Person to be authorized)* signing the documents on my behalf in my absence.

Attached is my Identification and ADMIT card (Attestation d'inscription) and **NID (National ID) / professional ID card / passport copy** to identify the authorized person for your reference.

(Insert here the Company Officer authorizing the pick-up)

(Insert here his/her designation/position)

Sincerely Yours,

.....
Signature & Date

.....
Name of the Person to be Authorized
Signature & Date

.....
Name of the Person to be Authorized
Signature & Date