



Alliance Française
Dhaka

lundi 25 juin 2018

URGENT NOTICE CERTIFICATE DELF-DALF



RÉPUBLIQUE FRANÇAISE [MINISTÈRE DE L'ÉDUCATION NATIONALE]

Bonjour,

All DELF candidates who had succeeded in DELF DALF examination during 2016 are requested to collect their certificates by July 13, 2018.

The following certificates of DELF-DALF will be sent back to Paris after July 14, 2018.

- Code session: 2016-03
- Code session: 2016-06
- Code session: 2016-12

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@afdghaka.org beforehand,
 - NID (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. Alliance Française reserves the right to cancel the delivery of certificate in any situation without prior notice.
8. Please note that the venue of all Certificates is Dhanmondi Branch.

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

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



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