**(Rev 18 March 2021)**

**North South University**

**Application Form for Personal Information Change**

 **Part-1: Personal Information (existing information according to NSU record)**

 Name: …………………………………………………..… Gender: Male Female

 NSU ID: ……………………………………… Date of Birth (DOB): **.…. ……. ..… …. …. …. …. ……**

 Mobile Number: ………………………………………….. Email: ………………………………………...

 Present Address: ……………………………………………………………………………………………….

 ………………………………………………………………………………………………………………….

 **Part-2: Updated Information (Only fill up the part that you need to update/change)**

 Name: …………………………………………………………………………………………………………

 NSU ID: ……………………………………………. Date of Birth (DOB): **….. ….. … … …. …. …. …**

 Mobile Number: …………………………………. Email: …………………………………………………

 Present Address: …………………………………………………………………………………………….. ………………………………………………………………………………………………………………..

 Citizenship: …………………….................. Blood Group: ……..…….. Gender: ……………………….

 **Part-3: Parent’s Updated Information**

 Father’s Name: ………………………………………… Mother’s Name: ……………………………….

 Mobile Number: ………………………………………..

 Present Address: ……………………………………………………………………………………………. ………………………………………………………………………………………………………………

 **Part-4: Supporting documents as proof for updating information** **(Put a check mark as applicable)**

 SSC Certificateand Transcript HSC Certificate and Transcript Bachelor’s Certificate and Transcript Master’s Certificate and Transcript O level Certificate and Statement of Result A level Certificate

 and Statement of Result Passport Electricity Bill Others

 **I certify that the information provided on this form and within any attached documents is accurate and free of alteration or falsification**

 **I understand that if at any time it is shown that I have misrepresented any information and documents the NSU, my profile may be blocked.**

**Entered By:**

|  |  |
| --- | --- |
| **Entry Date:** |  |

**Entry Date:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Signature and Date

 **Part-5: For Official Use Only**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Assistant Registrar Deputy Registrar Registrar Pro-Vice Chancellor

 Sign & Date Sign & Date Sign & Date Sign & Date

 **Please fill up this form and submit to the Registrar’s Office with supporting documents.**

 **(Prep 09 November 2021)**

**North South University**

**Rules for Changing Personal Information**

Students whose last 3rd digit from the ID number is not “0” (zero), please follow the instructions.

**For Undergraduate Students:**

* **Bengali medium:** Show original certificates and mark sheets of SSC and HSC examinations and submit

photocopies of the same.

* **English medium:** Show original O-level and A-level certificates and submit photocopies of the same.

**For Graduates Students:**

* **Bengali medium:** Show original certificates and mark sheets of SSC, HSC and undergraduate examinations

and submit photocopies of the same.

* **English medium:** Show original O-level and A-level certificates and undergraduate mark sheet and certificate

and submit photocopies of the same.

**For Parents’ Name Correction or Update:**

* **Bengali medium:** Show original certificates and mark sheets of SSC and HSC examinations and submit

photocopies of the same.

* **English medium:** Submit photocopy of student’s passport and photocopies of student’s father’s and

mother’s passports or NID cards.

**Student’s Date of Birth and Name Correction or Update:**

* **Bengali medium:** Must submit photocopies of SSC and HSC certificates and mark sheets and show the

originals.

* **English medium:** Must submit photocopies of O-level certificate, Statement of Result and student’s passport

and show the originals.

\*\* If the student has corrected any information in the academic documents, he/she must attach the application and

 approval copy from the Education Board with the updated certificate and mark sheet and show the original ones

 (must bring all documents related to corrections)

**For Address Change or Update:**

* A photocopy of the home utility bill or a proof document of the address the student wants to give.