



(Prep 18 March 2021)

North South University

Picture Change for Degree Analysis

Instructions:

Degree Analysis Picture update information

- i) Write your ID and full name behind the picture and submit to the Registrar's Office.
- ii) Picture must be of passport size (official).
- iii) Picture will be updated within 3 days.
- iv) Check your picture in your degree analysis portal, not RDS.

Rules for Changing Personal Information

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

For Undergraduate Students:

- **Bengali medium:** Show original certificate and mark sheet of SSC and HSC and submit photocopies of the same exam.
- **English medium:** Show original O-level and A-level certificate and submit photocopies of the same.

For Graduates Students:

- **Bengali medium:** Show original certificate and mark sheet of SSC, HSC and undergraduate exam and submit photocopies of the same.
- **English medium:** Show original certificate of O-level, A-level and also show undergraduate mark sheet & certificate and submit photocopies of the same.

For Parents Name Correction or Update:

- **Bengali medium:** Submit the photocopies of the certificates of SSC and HSC and also show the original ones.
- **English medium:** Submit student's passport photocopy and student's parents NID copy or student's passport photocopy and parent's passport copy.

* If students have corrected any information in their academic documents, they have to submit the revised copy and show the original ones (must bring all documents related to corrections).

Student's Date of Birth and Name Correction or Update:

- **Bengali medium:** Must submit a photocopy of SSC and HSC certificates.
- **English medium:** O-level certificate, Statement of Result and passport photocopy.

For address change or update:

- A photocopy of the home utility bill or a proof document of the address the students want to give.