

NORTH SOUTH UNIVERSITY

NOTICE

Subject: Services rendered by the Office of the Controller of Examinations

1. Office of the Controller of Examinations maintains records relating to students results, grades, transcripts, all forms of academic and nonacademic certificates and deals, among others, with issues related to examinations, convocations, processing of graduation applications, examination schedule, class room allocation for examinations. This office also prepares reports and returns for the University Grants Commission (UGC), various authorities and committees of NSU, makes interdepartmental correspondences and issues notices to all concerned in respect of affairs of this office.
2. Controller's office provides services to the students through preparation, printing and issuing of the following documents:
 - a. Main academic certificate
 - b. Provisional certificate
 - c. Studentship certificate
 - d. Migration certificate
 - e. Certificate on Medium of Instruction
 - f. Program duration certificate
 - g. Character certificate/ Testimonial
 - h. Certificate for Leave of Absence
 - i. Unofficial grade report
 - j. Official Transcripts
 - k. Certificate on date of completion of Degree
 - l. Authentication of Certificates and Transcripts after checking with records
3. In order to get any of the above documents, students are to apply to the Controller of Examinations in prescribed Form available in the Controller's office or in the **NSU website: www.northsouth.edu/nsuforms.html** (shown as COE Form-1, COE Form-2, COE Form-3, COE Form-4, COE Form-5, COE Form-6, COE Form-7 & COE Form-9), after paying required fee in the nominated Bank.
4. An application for any of the above documents, must be accompanied with an attested photocopy of applicant's SSC/ 'O' level /equivalent certificate. In some special circumstances an applicant may authorise any person (**using COE Form-9**) to apply for and receive any of the aforesaid documents on behalf of the applicant. No scanned/ electronic copy or photocopy of authorization other than the copy containing the original signature of the applicant, shall be acceptable to NSU. Please note that NSU does not have any provision for sending student's documents directly to any overseas address.
5. It is circulated for information of and necessary action by all students and others concerned.

Colonel Shah Murtoza Ali (retd.)
Controller of Examinations