



North South University

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APPLICATION FORM FOR DUPLICATE COPY OF MAIN CERTIFICATE

To
The Controller of Examinations
North South University
Bashundhara, Dhaka -1229.

Sir,

1. I request for issuing me a **Duplicate copy of Main Certificate** due to the **following reasons**(Please **cancel the clause/words not applicable to you**):

a. My Main certificate bearing Log No has been **damaged/stolen / lost**. To this effect I have already made a General Diary (GD) with Police Station and also a Public Notification in the daily dated: One copy each of GD and paper cutting of newspaper are attached herewith for your necessary action please.

b. My name requires to be corrected in my Main certificate issued by NSU. My correct name shall be: In support of my correct name I attach herewith **attested photocopies** of my SSC and HSC/ 'O' Level & 'A' Level certificates for your necessary action please.

c. Any other reason (please attach proof):

2. For this purpose I am providing the relevant information below:

a. Student's Name: _____
(write as per SSC/ 'O' level/ equivalent certificate)

b. ID# _____

c. e-mail: _____

d. Phone# _____

Signature of applicant: _____ Date: _____

For Office Use Only

Clearance from NSU Accounts:

Date of receiving application:

Delivery Date:

Issued by:

Received by:

✂

Student's Part for Duplicate copy of Main Certificate:

Student's Name: _____ ID# _____

Authorized Signature & Date: _____ Delivery Date: _____

Office of the Controller of Examinations

N.B: 1. Please enclose payment receipt of TK. 2000/-
2. Duplicate Certificate cannot be issued until all relevant supporting documents mentioned above are enclosed with this application.