**North South University**

**COE Form-3**

|  |  |  |
| --- | --- | --- |
|  | **(Application Form for Official Transcript)** |  |

To

The Controller of Examinations

North South University

Sir,

Please issue my **Official Transcript** as follows:

1. One copy/……….. copies addressed to myself.
2. One copy/………… copies addressed to the address/addresses shown in the attached paper (Please **write in CAPITAL letter**).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | |
| \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | |
| Name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ **(Please Write in CAPITAL letter)** | | Cell No: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | Date of birth: \_ \_ \_ \_ \_ \_ \_ \_ |
| ID # \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | Program: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | e-mail: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | |
| **(Transcript fee Tk.300/- per copy)** | | | Signature of the Student with date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For clearance of NSU Accounts:   |  |  |  | | --- | --- | --- | | Signature  with date | : |  | | Seal | : |  |   . |  | For Library clearance:   |  |  |  | | --- | --- | --- | | Signature  with date | : |  | | Seal | : |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For Office use only:** | | |  |  | | |
| **Date of receiving the Application: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** | | | | **Date of delivery: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** | | |
| **Printed by** | **:** | Signature of the designated officer | | |  | Date & Time |
| **Transcript Received by** | **:** | Signature of the student or authorized person | | |  | Date & Time |
| **Transcript Issued by** | **:** | Signature of the designated officer | | |  | Date & Time |

|  |  |
| --- | --- |
| **✂** |  |

Signature of the receiving Officer with date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Please collect the document on: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Student’s Part for "Official Transcript” (to be filled by student):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Student: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | |  | Office Seal: |
| ID# \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | |  |  |
| Signature of the Student with date: | |  |  |
| **N.B:** | **➀ Please enclose attested photocopy of your SSC/ ‘O’ level/ equivalent certificate and pay Tk.300/- for each copy at Bank [United Commercial Bank Limited (UCB), Bashundhara Branch, Dhaka (beside GP House)], *➁ Clearance from NSU Accounts & Library must be obtained by the applicant.* ➃ Library clearance is not applicable for students who has already graduated or has applied for graduation.** | | | |