

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:

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

Name: _____ Cell No: _____ Date of birth: _____
(Please Write in CAPITAL letter)
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: ① 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)], ② Clearance from NSU Accounts & Library must be obtained by the applicant. ④ Library clearance is not applicable for students who has already graduated or has applied for graduation.