

North South University

COE Form-6

Application Form for Leave Certificate

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

Sir,
1. I am requesting you to kindly issue me a **Leave Certificate** granting me leave of absence from _____
to _____. The purpose of my leave is as follows: _____

2. For this purpose my particulars are given below (Please write in Capital letter):

- a) Name of the Student (as per SSC/ equivalent certificate) : _____
b) Student's ID Number : _____
c) Father's Name (as per SSC/ equivalent certificate) : _____
d) Mother's Name (as per SSC/ equivalent certificate) : _____
e) Date of Birth (as per SSC/ equivalent certificate) : _____
f) Contact number : _____
g) Nationality : _____
h) Gender [Please tick Mark (√)]: Male Female

Yours Sincerely

Signature of the student with date:

3. Recommendation/Remarks of Department Chair/Program Director about his/her leave (with particular attention to examinations/important events of academic calendar):

Signature with date
Seal

<u>Clearance from NSU Accounts:</u>	
Signature:	Date:

<u>Clearance from Library:</u>	
Signature:	Date:

✂ -----

Signature of the receiving Officer with date: _____ the date of delivery of the document on: _____

N.B: ① **Please enclose attested photocopy of your SSC/ 'O' level /equivalent certificate.** ② **Please pay Tk.100/- for each copy at Bank [United Commercial Bank Limited (UCB), Bashundhara Branch, Dhaka (beside GP House)],** ③ **All Clearance and recommendation must be obtained by the applicant.**