



# North South University

## 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.

**\*\*\*\*The Main Certificate issued by NSU must be return.**

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# \_\_\_\_\_

e. Signature of applicant: \_\_\_\_\_

f. Date: \_\_\_\_\_

### **For Office Use Only**

Date of receiving application: .....

Delivery Date: .....

Issued by: .....

Received by: .....

✂

### **Student's Part for Duplicate copy of Main Certificate:**

Student's Name: \_\_\_\_\_

ID# \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Authorized Signature & 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.**

Duplicate Copy of Main Certificate