



North South University

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

For clearance of NSU Accounts

Signature with date & Seal:

For Library clearance

Signature with date & Seal:

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

Student's Part for " Leave Certificate" (to be filled by student):

Name of the Student: _____ ID# _____

N.B. 1. Please enclose 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)].

***The requested document will be destroyed if the applicant does not receive it within three months from the date of delivery.**

Leave Certificate