



Leading University Ragibnagar, Sout Surma, Sylhet

CEF-07

Enclose a
passport size
photo

To
The Controller of Examinations
Leading University, Ragibnagar, Sylhet

Subject: Prayer for issuing Provisional Certificate/ Original Certificate.

Sir,

With due respect I the undersigned student of Leading University beg to state that I have passed the
..... program and want to receive my Provisional Certificate from the university. The following particulars are
furnished for favour of your perusal and consideration.

1. Student Name (Capital Letters):
2. Father's Name:
3. Mother's Name:
4. Student ID: 5. Program:
6. Department: 7. Credit Completed:
8. Semester of course completion: Spring/ Summer/ Fall 9. Year of course completion:
10. CGPA Score: 11. Major:
12. Name of previous course and institution (only for credit transfer purpose):

.....
Signature of the Student

Contact No:

Date:

<p>1. Certified that the above mention information from 1-6 are true and is not under any obligation with admission office.</p> <p>.....</p> <p>Signature of Deputy Registrar (Admission) with Seal</p>	<p>5. Certified that the concerned student has outstanding dues with the university.</p> <p>.....</p> <p>Signature of Director (Finance & Accounts (with seal)</p>
<p>2. Certified that the Information given above about CGPA score, Number of Credit completed, Semester and Year of course completion are true.</p> <p>.....</p> <p>Signature of Asst. Controller/ Section Officer (Exams) with seal</p>	<p>6. If appears form the above statement at 1 to 5 that the concerned student does not possess any unreturned university property, outstanding dues or any adverse record that disqualifies him to receive the transcript..</p> <p>.....</p> <p>Signature of controller of exams with seal</p>
<p>3. Certified that the concerned student has no unreturned book of Library or any dues/ penalty.</p> <p>.....</p> <p>Signature of Librarian with Seal</p>	<p>Certificate No: 000</p> <p>I have received the Certificate without any sign of alteration, temper or erasure.</p> <p>.....</p> <p>Signature of Recipient Student with date</p>
<p>4. Certified that the concerned student is not under any obligation with the Department.</p> <p>.....</p> <p>Signature of Head of the Department with seal</p>	

Note

1. Any kind of overwriting and erasing is unacceptable.
2. Students should submit this form to accounts after receiving clearance from all concerned officials.
3. A fee of Tk. 1500/- (one thousand and five hundred) for Provisional Certificate should be realized and Money receipt attached with the application form.
4. In case of Original Certificate a fee of Tk. 2500/- should be realized and Money receipt attach with the application form.
5. The Provisional Certificate in this case should be taken and marked cancelled by drowning two parallel line across the certificate making "Cancelled" by the Registrar and affix the seal on it.
6. Enclose copies of SSC & HSC/ or equivalent passed certificates for undergraduate programs and copy of Degree (Pass/ Hon's) passed certificate for graduate programs.
7. In case of urgency, urgent fee Tk. 1000/- need to deposit with the regular fee, Provisional Certificate/ Original Certificate will be delivered within 03 (three) working days after receiving the application form.