



# Leading University Ragibnagar, South Surma, Sylhet

CEF-08

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passport size  
photo

To  
The Controller of Examinations  
Leading University, Ragibnagar, Sylhet

**Subject: Prayer for issuing Transcript.**

Sir,

With due respect I the undersigned student of Leading University beg to state that I need a Transcript 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 style="text-align: center;"><b>Signature of Deputy Registrar (Admission) with Seal</b></p>	<p>5. Certified that the concerned student has outstanding dues with the university.</p> <p>.....</p> <p style="text-align: center;"><b>Signature of Director (Finance &amp; Accounts) with seal</b></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 style="text-align: center;"><b>Signature of Asst. Controller/ Section Officer (Exams) with seal</b></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 style="text-align: center;"><b>Signature of controller of exams with seal</b></p>
<p>3. Certified that the concerned student has no unreturned book of Library or any dues/ penalty.</p> <p>.....</p> <p style="text-align: center;"><b>Signature of Librarian with Seal</b></p>	<p>Certificate No: 000</p> <p>I have received the Certificate without any sign of alteration, temper or erasure.</p> <p>.....</p> <p style="text-align: center;"><b>Signature of Recipient Student with date</b></p>
<p>4. Certified that the concerned student is not under any obligation with the Department.</p> <p>.....</p> <p style="text-align: center;"><b>Signature of Head of the Department with seal</b></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. 1000/- (one thousand) for Transcript should be realized and receipt attach with application form.
4. Enclose copies of SSC & HSC/ or equivalent passed certificates for undergraduate programs and copy of Degree (Pass/ Hon's) passed certificate for graduate programs.
5. In case of urgency, urgent fee Tk. 1000/- need to deposit with the regular fee, Transcript will be delivered within 03 (three) working days after receiving the application form.