

Leading University

Ragib Nagar, South Surma, Sylhet

To
The Controller of Examinations
Leading University, Sylhet

Subject: Application for Draft Transcript.

Sir,

I beg most respectfully to state that, I am a student of program of your University. Now I need Draft transcript. The following particulars are furnished for your perusal and consideration.

- | | |
|--|----------------------|
| 1. Student ID: | 2. Student Name: |
| 3. Department: | 4. Program: |
| 5. CGPA: | 6. Credit Completed: |
| 7. BKash Transaction ID of Tk. 100 (One Hundred only): | |

Signature of the Student

Date:

1. Certified that the above mentioned information (1-4) are true

Signature of Deputy Registrar (Admission)

3. Certified that the above mentioned information (5-6) are true.

Signature of Section Officer of Exam

2. Certified that the concerned student has cleared up the payment. He has no outstanding dues.

Signature of Director, Finance & Accounts

4.

Signature of Deputy Controller of Exam