



Leading University

Ragibnagar, South Surma, Sylhet

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:

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:

1. Certified that the above mention information from 1-6 are true and is not under any obligation with admission office.

Signature of Deputy Registrar (Admission) with Seal

2. Certified that the Information given above about CGPA score, Number of Credit completed, Semester and Year of course completion are true.

Signature of (Exams) with seal

3. Certified that the concerned student has no unreturned book of Library or any dues/ penalty.

Signature of Chief Librarian with Seal

4. Certified that the concerned student is not under any obligation with the Department.

Signature of Head of the Department with seal

5. Certified that the concerned student has outstanding dues with the university.

Signature of Director (Finance & Accounts) with seal

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..

Signature of controller of exams with seal

Certificate No: 000

I have received the Certificate without any sign of alteration, temper or erasure.

Signature of Recipient Student with date

Note

1. Students should submit this form to accounts after receiving clearance from all concerned officials.
2. Enter BKash Transaction ID of Tk. 1000/- (One Thousand) Fee for Transcript:
(Tk. 2000/- in case of urgency)
3. Upload copies of SSC & HSC/ or equivalent passed certificates for undergraduate programs and copy of Degree (Pass/ Hon's) passed certificate for graduate programs. (See Below)
4. In case of urgency, urgent fee Tk. 1000/- need to be deposited by BKash with the regular fee, Transcript will be delivered within 03 (three) working days after receiving the application form.

Upload SSC or equivalent Certificate:

Upload HSC or equivalent Certificate:

Upload Degree (Pass or Honours) or equivalent Certificate: