



Leading University

Ragibnagar, South Surma, Sylhet

CEF-08

Enclose a
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:

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 Asst. Controller/ Section Officer (Exams) with seal
3. Certified that the concerned student has no unreturned book of Library or any dues/ penalty. Signature of 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

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

.....
Signature of Recipient Student with date

Note

1. Any kind of overwriting and erasing is unacceptable.
2. After receiving clearance (1-4) Students will submit this form to Accounts Office.
3. A fee of Tk. 1000.00 (One thousand) for Transcript should be realized for the first time application of Academic Transcript.
4. For incomplete Academic Transcript and second copy of completed Academic Transcript Tk. 2000.00 should be deposited. Receipt should be attached with the application
5. Students have to enclose SSS & HSC or equivalent passed certificates for Undergraduate programs and copy of Degree (Pass/Hour's) certificate for Graduate programs.
6. In case of urgency, urgent fee Tk. 1500.00 need to deposit with the regular fee/ Transcript will be delivered within 03 (three) working days after receiving the application form by the Accounts Office.