



North East University Bangladesh

Application form for Provisional Certificate/Transcript of Academic Records

1. **Name (In Block Letters):** _____
2. **Registration Number :** _____
3. **Session:** Spring/Summer/Fall-201__
4. **Department:** _____
5. **Program:** _____
6. **Concentration in (Major Subject):** _____
7. **Completion status of the Degree:** Yes/No
8. **Credit Completed:** _____

Date & Signature of the Student

1. Certified that the above mentioned information (1-3) is true:

Signature of the Admission Officer

2. Certified that the concerned student is not under any obligation of the Department

Signature of the Departmental Head

3. Accounts Clearance
"I attest that the above student has no outstanding dues of any kind to the University"

Signature of the Accounts Officer

4. Library Clearance
"I attest that the above student owes no materials of any kind to the NEUB Library."

Signature of the Librarian/Assistant Librarian

5. Controller of Examinations (internal use only)
It appears from the above statement(s) at 1 to 4 that the concerned students doesn't possess any unreturned materials, outstanding dues or any adverse record that disqualifies him/her to receive the P.C./Transcript.

Signature of the Controller of Examinations

Received the Provisional Certificate/Transcript without any sign of alteration, temper or erasure.

Signature of the Receipt Student with Date

Note:

1. Any kind of overwriting and erasing is expected to be avoidable.
2. Students should submit this form to the Office of the Controller of Exams after receiving clearance from all necessary officials.
3. A fee of Tk. 1000/- (One Thousand Only) **each** for Provisional Certificate and Transcript should be realized and attached to the receipt with this form.