



North East University Bangladesh

Telihaor, Sheikhghat, Sylhet

1 copy
Photograph

Application form for Duplicate copy of ☐Provisional Certificate ☐Original Certificate

To
The Controller of Examinations
North East University Bangladesh
Telihaor, Sheikhghat, Sylhet

Sir,

I request for issuing me a Duplicate copy of ☐Provisional Certificate ☐Original Certificate ☐Transcript due to the following reasons. (Please cancel the clause/words not applicable to you):

1. My Provisional Certificate/Original Certificate bearing SI No..... has been damaged/stolen/lost. To this effect I have already made a General Diary (GD) with Police station and also a Public Notification in the daily Dated:..... One copy each of GD and paper cutting of Newspaper are attached herewith for your necessary action Please.

2. My name requires to be corrected in my Provisional Certificate/Original Certificate issued by NEUB. My correct name shall be In support of my correct name I attach herewith photocopies of my SSC/HSC certificates/Affidevid copy of paper cutting for your necessary action please.

In this connection, I am also submitting the main copy of my Provisional Certificate/Original Certificate and Transcript.

3. Any other reason (please attach proof) :

4. For the purpose I am providing the relevant information below:

i. Student Name (Block Letters) : ii. ID No. :

iii. Department : iv. Program :

v. Concentration (Major Subject) : vi. Contact No :

Yours Truly,

Date & Signature of the Student

Accounts Clearance	Controller of Examinations
Seal & Signature of the Accounts Officer	Seal & Signature of the Controller of Examinations

Received the Duplicate copy of Provisional Certificate / Transcript without any sign of alteration, temper or erasure.
Signature of the Receipt Student with Date

- Note :**
1. Please enclose payment receipt. (University Copy)
 2. Duplicate Certificate cannot be issued until all relevant supporting documents mentioned above are enclosed with this application.