



North East University Bangladesh

1 copy Photograph

Application form for Original Certificate

1. Name (In Block Letters): _____
2. Registration/ID Number : _____
3. Department: _____ 4. Program: _____
5. Concentration in (Major Subject): _____
6. Admission Session: ☐ Spring ☐ Summer ☐ Fall - 20 _____ 7. Contact No : _____
7. Information of Provisional Certificate: SL. No: _____ Issue Date: _____
8. Withdrawal reason of Original Certificate : ☐ Convocation ☐ Higher Education in Abroad ☐ Other (Please mention) _____

Date & Signature of the Student

**** Please maintain the sequence.**

1. Department Clearance

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

Seal & Signature of the Departmental Head

2. Accounts Clearance

I attest that the above student has no outstanding dues of any kind to the University

Seal & Signature of the Accounts Officer

3. Office of the Controller of Examination

"Received the Provisional Certificate as per SI No. 07 from the Student."

Seal & Signature of the Office of the CoE

4. Recipient Student

Received the Original Certificate without any sign of alteration, temper or erasure.

Signature of the Recipient Student with Date

Note:

- Any kind of overwriting and erasing is expected to avoidable.
- Students should submit this form to Office of the Controller of Exams after receiving clearance from all necessary officials.
- Please submit the Provisional Certificate to the Exam Office during the application processing of Original Certificate.
- Fee of Tk. 3500/- (Three Thousand Five Hundred) for Original Certificate should be realized and attach the receipt with this form.

Internal use only

It appears from the above statement(s) at 1 to 3 that the concerned student doesn't possess any unreturned materials, outstanding dues or any adverse record that disqualifies him/her to receive the Original Certificate.

Seal & Signature of the Controller of Examinations