



North East University Bangladesh

1 copy passport
size Photograph

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: _____
9. Contact No : _____

Date & Signature of the Student

**** Please maintain the sequence.**

1. Certified that the above mentioned information (1-5) is true

Seal & Signature of the Admission Officer

2. Library Clearance

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

Seal & Signature of the Librarian/Assistant Librarian

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

Seal & Signature of the Departmental Head

4. Accounts Clearance

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

Seal & Signature of the Accounts Officer

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.

Seal & Signature of the Controller of Examinations

6. 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 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 attach the receipt with this form.