



# SOUTHEAST UNIVERSITY

House - 64, Road -18, Block - B Banani, Dhaka - 1213  
(Examination Office: House - 95, Road - 4, Bloack - B, Banani - 1213, Tell: 8835699)

## Application for Incomplete Transcript

### Guardian's Copy. Not to be used for official purpose

(To be submitted through the Controller of Examinations, SEU /RRC concerned)

\* Name: (In block letters) ..... ID No. ....

\* Father's Name: .....

*(\* Name & father's name should be written as per SSC or its equivalent Certificate.)*

Program: ....., Batch: ....., Center: .....

Enrolment Semester: ..... Completion Semester: .....

Major: (for MBA/BBA) .....

Mailing Address: .....

Contact No: Phone: ..... Mobile: ..... Email: .....

Paid Tk. 200/= for **Incomplete Transcript (Money Receipt)**, in original, attached with the application).

#### (Report from the office of the Controller of Examinations)

**Total Credit courses appeared:** Regular: ....., Retake: ....., Improvement: ....., Re-sit: .....

**Total Non Credit courses appeared:** Regular: ....., Retake: ....., Improvement: ....., Re-sit: .....

Controller of Examinations (Acting)

Date: .....

Signature of Dean/Chairman

Date: .....

Signature of Student

Date: .....

#### Clearance Report from Library & Accounts, SEU

No book due	Cleared all dues
Librarian, SEU	Accounts Officer, SEU

For students of ICT based (other than Dhaka) must apply through the respective RRC Coordinator for clearance of library & dues.

Date:.....

Signature of the RRC Coordinator

- NB:**
- (i) *The Transcript will be issued after 3 (three) clear working days for the date of clearance report from Library & Accounts.*
  - (ii) *No substitute is allowed to take delivery of the Transcript.*
  - (iii) *Fee for Incomplete Transcript is Tk 200/=*
  - (iv) *No substitute is allowed to take delivery of the Transcript and Original Certificate without written authorization letter from the applicant.*

#### (To be filled from the office of the Controller of Examinations)

Date of Submission:.....

Date of Delivery:.....

Signature of Receiving Officer:.....