



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

To be used for official purpose

(To be submitted through the Controller of Examinations, SEU /RRC concerned)
(No Transcript will be issued before completion of 2 semesters and 20 credits)

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

Submit the original ID Card and Library Card with this 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 and Admission office, SEU

<i>Received Library card and No book due</i>	Cleared all dues	Received ID card
<i>Librarian, SEU</i>	Accounts Officer, SEU	Asst. Registrar (Ac), SEU

For students of ICT based program (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 400/=*
(iv) *No substitute is allowed to take delivery of the Transcript and Original 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:.....