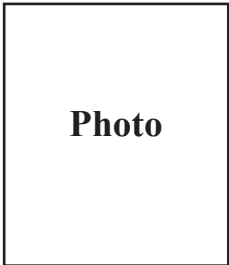




SOUTHEAST UNIVERSITY

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



Photo

Application for Final Transcript (Additional copy)

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

Submit the Attested copies of Academic Transcript with this Application

Signature of Student
Date:

Controller of Examinations (Acting)
Date:

Signature of Dean/Chairman
Date:

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

Date:.....

Signature of the RRC Coordinator

- NB: (i) Final Transcript will be issued after 3 (Three) clear working days from the date of clearance report from Library & Accounts.
- (ii) Attested copies of Academic Transcript. (No Certificates & Mark sheet will be accepted without attestation)
- (iii) Fee for Academic Transcript is Tk. 400/=.
- (iv) No substitute is allowed to take delivery of the Final Transcript 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:.....