

One passport sized  
recent photo

To  
The Controller of Examinations  
Metropolitan University, Sylhet

**Application for** (please check)  **Transcripts**  **Provisional Pass Certificate (PPC)**  
**Select delivery type**  Urgent 3 working days (Transcripts 1000tk, PPC & Transcripts 2000tk)  
 Normal 7 working days (Transcripts 500tk, PPC and Transcripts 1000tk)

1. Name (Capital Letters) :  
2. Father's Name :  
3. Mother's Name :  
4. Program and Batch :  
5. ID No :  
6. Permanent Address :  
7. Contact No :

8. Please include the following documents with this form (check)

- Clearance from **Account Section**  Original **Payment receipt** (Transcripts/PPC)  
 Photocopy of **NID/ Passport/Birth Certificate**  
 Photocopy of **Certificates and Transcripts:**  **SSC/Equivalent**  **HSC/Equivalent Exam**  
 Photocopy of **Degree Certificate and Transcripts/Mark sheets** (For Post Graduate students only)

\_\_\_\_\_  
Student's Signature and Date

<p>Certified that the information furnished above are true and the student is not under any obligation with admission office</p> <p style="text-align: center;">_____ Clearance from the Admission Office</p>	<p>Certified that the concerned student has no unreturned book or any dues/penalty.</p> <p style="text-align: center;">_____ Clearance from the Library</p>
<p>Certified that the student is not any obligation with the department.</p> <p style="text-align: center;">_____ Signature of Head of the Department</p>	<p>Certified that the information given above is true.</p> <p style="text-align: center;">_____ Signature of the Executive of Exams with Seal</p>
<p>Certified that the student has no outstanding dues with the university.</p> <p style="text-align: center;">_____ Clearance of the Office of the Accounts</p>	<p>It appears from the above clearance that the concerned student does not possess any unreturned university property, outstanding dues or any adverse record that disqualifies him to receive the transcript/ provisional/ original certificate.</p> <p style="text-align: center;">_____ Signature of the Controller of Exams with Seal</p>