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| To | | | | |  | | | |  | | |  | | | | | |
| The Controller of Examinations | | | | | | | | |  | | |  | | | | | |
| Metropolitan University, Sylhet | | | | | | | | |  | | |  | | | | | |
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| **Application for issuance of** (use √ mark) | | | | **□ Transcripts □ Provisional Pass Certificate (PPC)** | | | | | | | | | | | | | |
|  | | | **□ Medium of Instruction (MOI) Certificate** | | | | | | | | | | | | | | |  | |
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| **Mode of Delivery** (use √ mark) | | | □ **Urgent 1 Working day** (Transcripts 1500tk, PPC and Transcripts 3000tk) | | | | | | | | | | | | | | | | |
|  | | | □ **Normal 7 working days** (Transcripts 1000tk, PPC and Transcripts 2000tk)  **□ MOI Certificate** (300tk) | | | | | | | | | | | | | | | | |
| 1. Name (Capital Letters) | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 2. Father’s Name | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 3. Mother’s Name | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 4. Programme and Batch | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 5. ID No | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 6. Permanent Address | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 7. Contact No | | : | | | |  | | | | | | |  | | |  |  | |  | |
| 8. Please include following documents with this form | | | | | | | | | | | | |  | | |  |  | |  | |
| □ Take clearance from **Account Section** | | | | | | | |  | | | | |  |  | |  |  | |  | |
| □ Attach original **Payment receipt** (Transcripts/PPC/MOI ) | | | | | | | |  | | | | |  |  | |  |  | |  | |
| □ Photocopy of **NID/ Passport/Birth Certificate** | | | | | | | |  | | | | |  | | |  | | | | |
| □ Photocopy of **SSC/Equivalent Certificate** and **Transcripts/Mark sheets** | | | | | | | | | | | | | | | |  | | | | |
| □ Photocopy of **HSC/ Equivalent Certificate** and **Transcripts/Mark sheets** | | | | | | | | | | | | | | | |  | | | | |
| □ Photocopy of **Degree Certificate** and **Transcripts/Mark sheets** (Applicable for Post Graduate students) | | | | | | | | | | | | | | | | | | | | |
| □ Attach **Registration Extension Approval** (Applicable when registration period is expired) | | | | | | | | | | | | | | | | | | | | |
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| Student Signature and Date (please read the note carefully in backpage before sign on the application) | | | | | | | | | | | | | | | | | | |

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| Certified that the above mentioned information from 1 to 8 are true and is not under any obligation with admission office  Clearance of Admission Section with Seal |  | Certified that the concerned student has no unreturned book of Library of any dues/penalty.  Clearance of the Librarian with Seal |
| Certifies that the concerned student is not any obligation with the department.  Signature of Head of the Department with Seal | Certified that the information given above is true.  Signature of the Executive of Exams with Seal |
| Certified that the concerned student has no outstanding dues with the university.  Clearance of the Accounts Section with Seal | 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.  Signature of the Controller of Exams with Seal |

**NOTE**

1. Any kind of overwriting and erasing is strictly prohibited.
2. This form must be submitted to the Controller of Examinations after obtaining clearance from the respective sections.
3. Permanent Address will be verified by the appropriate Government Authority.
4. The delivery of PPC and Transcripts is subject to clearance from all respective sections.
5. The University Authority reserves the right to cancel the certificate in case of any false or misleading information.

**-END-**