

**Rules for collecting Provisional Certificate & Official Transcript
to be maintained by the applicant**

1. The applicant is provided 4 forms from office of the Controller of Examinations /Department. Such as-
 - a) **Application Form:** This form is to be filled in and submitted to the Office of the Controller of Examinations.
 - b) **Clearance Form:** This form is to be filled in and submitted to the Office of the Controller of Examinations with clearances from the concerned departments/offices marked in.
 - c) **Check List:** The first part of this form is to be filled in and submitted to the Office of the Controller of Examinations.
 - d) **Career Counseling Form:** This form is to be filled in and submitted to the Career Counseling Office.
2. Tk. 500/- for Provisional Certificate and Tk. 500/- for Official Transcript has to be deposited with outstanding fees (if any).
3. Generally 7 to 10 days will be required for processing after submission of the application to the Office of the Controller of Examinations.
4. The applicant will be informed over telephone to collect Provisional Certificate & Official Transcript from the Office of the Controller of Examinations between 8:30 AM to 4:00 PM on working days.
5. Provisional Certificate / Official Transcript is to be collected within 4 (Four) months from the date of application. Otherwise 'Clearance Form' is to be filled in again and submitted to the Office of the Controller of Examinations with clearances from the concerned departments/offices.
6. At the time of collecting Provisional Certificate & Official Transcript, the applicant has to collect 'Clearance Form' from the Department of Finance & Accounts and submit it to the Office of the Controller of Examinations.
7. UIU ID card is to be returned. In case of missing ID Card, copy of General Diary (GD) filed with local police station has to be submitted.

Rules for authorizing another person

8. A student can collect his/her Account's Clearance Form, Provisional Certificate & Official Transcript through an authorized person on submission of a Letter of Authorization along with the photocopy of National ID Card of the authorized person. The signature of the authorized person has to be attested by the student in the Letter of Authorization.
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Date:	
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Application Submission Date

To

The Controller of Examinations
United International University
United City, Madani Avenue,
Badda, Dhaka-1212.

Subject: **Application for Provisional Certificate and Official Transcript.**

Sir

I have completed all the courses required to complete graduation/under graduation degree in this university and Internship/Project/ Thesis/Guided Research grade has also been submitted. So I would like to collect my Provisional Certificate and Official Transcript. Necessary particulars have been furnished below:

1.	Name of the Trimester last enrolled :	
2.	Internship/Project/Thesis/Guided Research Grade and Submission Trimester:	
3.	2 nd Major Course (If any) :	
4.	CGPA :	
5.	Payment Status (tick (√) mark only):	Dues Cleared / Amount Due / Extra Payment.

I, therefore, pray and hope that you would be kind enough to issue me Provisional Certificate and Official Transcript and oblige thereby.

Yours truly,

(Signature of the applicant)

Student Name:	
Student ID:	
Contact No:	
E-mail Address:	

Enclosed:

1. Clearance Form, Check List and Money Receipt.
2. Application for removal of grade F (Fail) / grade W (withdrawal) of optional course(s) from transcript approved by concerned department (If any).
3. Application for showing / not to show extra course(s) in transcript approved by concerned department (If any).

(Grade(s) of extra course(s) is/are not taken into account in CGPA calculation)

UNITED INTERNATIONAL UNIVERSITY

Undergraduate and Graduate Students'

CLEARANCE FORM

(For Provisional Certificate and Official Transcript)

Student ID:

Date:

Student Name:

Student Signature:

Department Name:

Department	Signature of Authorized Personnel	Remark
Director of Student Affairs (1st Floor, Room No. 121)		
Office of the Controller of Examinations (1st Floor)	AFTER VERIFICATION OF PAYMENT BILL	
Finance & Accounts (Ground Floor)		
Library (Ground Floor)		
IT (5th Floor, Room No. 518)		
Laboratories (5th Floor)		

This form is to be filled in at the time of applying for Provisional Certificate and Official Transcript and submitted to the Office of the Controller of Examinations with clearance from each of the mentioned departments /offices.

Provisional Certificate / Official Transcript is to be collected within 4 (Four) months from the date of application. Otherwise 'Clearance Form' is to be filled in again and submitted to the Office of the Controller of Examinations with clearances from the concerned departments/

Student Signature

(This signature is to be given at the time of receiving this form from Finance & Accounts Office)