

UNITED INTERNATIONAL UNIVERSITY

Admission Cancellation Form

Date:

Application Submission Date

To
The Registrar
United International University
United City, Madani Avenue,
Badda, Dhaka-1212.

Sir

With due respect, I beg to state that I, a student of your university would like to cancel my admission.

I, therefore, pray and hope that you would be kind enough to grant my prayer and oblige thereby.

I have also enclosed the following along with this form:

1. Clearance Form duly filled in with clearances from the concerned departments/ offices.
2. Student's ID card. (In case of lost ID card, copy of General Diary (GD) filed with local police station.)
3. Money Receipt of payment for outstanding dues (if any).

Full Name:	<input style="width: 95%;" type="text"/>
ID Number:	<input style="width: 95%;" type="text"/>
Contact No:	<input style="width: 95%;" type="text"/>
E-mail Address:	<input style="width: 95%;" type="text"/>
Reason for Admission Cancellation:	<input style="width: 95%;" type="text"/>

Yours obediently,

(Signature of the Applicant)

(Signature of the Guardian)
(Father/Mother/Local Guardian)

<p><u>Department/Program Head :</u></p> <p><input type="checkbox"/> Recommended</p> <p style="text-align: center;">_____ Signature and Date</p>	<p style="text-align: center;"><u>Comments (if any)</u></p>
<p><u>Office of the Controller of Examinations:</u></p> <p><input type="checkbox"/> Recommended</p> <p style="text-align: center;">_____ Signature and Date</p>	<p><u>Approval of the Registrar:</u></p> <p><input type="checkbox"/> Approved</p> <p style="text-align: center;">_____ Signature of the Registrar</p>

UNITED INTERNATIONAL UNIVERSITY

Undergraduate and Graduate Students'

CLEARANCE FORM

(For Admission Cancellation)

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 Admission Cancellation and submitted to the Office of the Controller of Examinations with clearance from each of the mentioned departments /offices.

Student Signature

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