

Date:	
-------	--

To

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

Subject: Application for mentioning / not mentioning additional course(s) in Official Transcript.

Sir/Madam,

I am a student of this university. I have completed my degree/ I have changed my department from to During my study period I have completed the following additional course(s). Now I would like to request you to mention/ not mentioning the course(s) in my Official Transcript.

Sl.	Course Code and Title	Grade	Tick (√) mark only
			Please mention/ not to be mentioned
			Please mention/ not to be mentioned
			Please mention/ not to be mentioned
			Please mention/ not to be mentioned
			Please mention/ not to be mentioned
			Please mention/ not to be mentioned

I would like to request you to take necessary steps in this regard and oblige me thereby.

Yours truly,

 (Signature of the applicant)

Student Name:	
Student ID:	

<p><u>Department/Program Office :</u></p> <p><input type="checkbox"/> Recommended</p> <p style="text-align: center;">_____ Signature and Date (Head of the Dept./ Program)</p>	<p><u>Office of the Controller of Examinations:</u></p> <p><input type="checkbox"/> Recorded</p> <p style="text-align: center;">_____ Signature and Date (Controller of Examinations)</p>
---	--

Please note that:

Grade(s) of additional course(s) is/are not taken into consideration for GPA/ CGPA calculation.