

Date:			
-------	--	--	--

To

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

**Subject:** **Application for Issuance of Scholarship Certificate.**

Dear Madam

With due respect, I would like to state that I am/was a student of this University. I would like to collect my scholarship certificate of **SPRING /SUMMER /FALL 20\_\_\_\_\_** Trimester.

I, therefore, pray and hope that you would be kind enough to issue me a scholarship certificate and oblige me thereby.

Yours truly,

\_\_\_\_\_  
 (Signature of the applicant)

Student Name:	
Student ID:	
Contact No:	
E-mail Address:	
Trimester:	
Scholarship Category: (Put a tick mark)	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> 25%

Attachment:

1. Payment Receipt.

**Conditions for Issuance of Certificate**

1. Applicant has to pay a charge of Tk. 200.
2. 10 working days will be required for processing after submission of the application.

\_\_\_\_\_