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To

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

Subject: Application for

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Sir,

With due respect, I would like to state that I am/was a student of this University. Now I would like to collect my above mentioned certificate(s).

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

Yours truly,

(Signature of the applicant)

Student Name:	
Student ID:	
Contact No:	
E-mail Address:	
Father's Name:	
Mother's Name:	

Attachment:

1. Payment Receipt with previous dues (if any).

Rules for issuance of certificate(s)

1. The student has to pay Tk. 200 with outstanding fees (if any).
3 working days will be required for processing after submission of the application.
2. In case of emergency, the student has to pay Tk. 500 with outstanding fees (if any).
24 hours will be required for processing after submission of the application.