

Application for Admission Cancellation



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 me 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:	
ID Number:	
Contact No:	
E-mail Address:	
Reason for Admission Cancellation:	

Yours obediently,

(Signature of the Applicant)

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

Department/Program Head:

Comments (if any)

☐ Recommended

Signature and Date

Office of the Controller of Examinations:

☐ Recommended

Signature and Date

Approval of the Registrar:

☐ Approved

Signature of the Registrar

CLEARANCE FORM



(For Admission Cancellation)

Please, Indicate your Student Type: ☐ Undergraduate ☐ Graduate

Student Name:			
Student ID:		Dept:	
Student Signature:		Date:	

CONFIRMATION OF CLEARANCE

DEPARTMENT	SIGNATURE OF AUTHORIZED PERSONNEL	REMARK
Director of Student Affairs 1 st Floor, Room # 121		
Logistics and Procurement Office 1 st Floor, Room # 112		
Office of the Controller of Examinations 1 st Floor, Room # 103	After verification of Payment Bill	
Finance & Accounts Ground Floor		
Library Ground Floor		
IT 5 th Floor, Room # 518		
Laboratories 5 th Floor, Room # 506		

NOTE:

- 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 above-mentioned departments/offices.

Student Signature

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