

# Application for Providing Documents in Sealed Envelope



Date:	
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To  
The Controller of Examinations  
United International University  
United City, Madani Avenu,  
Badda, Dhaka-1212.

Subject: **Application for providing documents duly Verified/ Attested in a sealed envelope.**

Sir/Madam,

With due respect, I would like to state that I am/was a student of this University. Now I would like to request you to kindly provide me some documents duly verified/ attested in a sealed envelope.

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:	
No. of sealed envelopes required:	

Attachment:

1. Payment Receipt. (The applicant has to pay Tk. 100 for each sealed envelope required).
2. Photocopy of Certificate/ Transcript/ any other certificate issued from UIU.
3. Education Verification Form (if necessary).