

Trimester / Semester Drop Application Form



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 drop this trimester / semester for reasons stated below.

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 documents along with this form:

1. Trimester / Semester Drop Declaration Form (if applicable).
2. Photocopies of Medical Documents (Doctor's Prescription, Test Report, Doctor's Advice/Certificate etc.).

| | |
|---|--|
| Full Name: | |
| ID Number: | |
| Contact No: | |
| E-mail Address: | |
| Reason for Trimester / Semester Drop: | |

Yours obediently,

(Signature of the Applicant)

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

Department/Program Head:

☐ Comments (if any):

Recommended

Signature and Date

Approval of the Registrar:

☐ Approved

Signature of the Registrar

Office of the Controller of Examinations:

☐ Recorded

Signature and Date



United International University

Program/Department

Trimester / Semester Drop Declaration Form

1. Name of the Student: _____
2. Student ID: _____
3. Trimester / Semester: _____
4. Contact Number of the Student: _____
5. Name of the Guardian (Parent/Local Guardian): _____
6. Relationship with the Student: _____
7. Contact Number of the Guardian: _____

Declaration: I hereby declare that the information and documents attached with the Trimester / Semester Drop Application are true and correct. The university reserves the right to verify the correctness of the information and documents provided. **In case, any information and attached document is found to be false or misrepresenting, the university authorities may take disciplinary action against me including expulsion for one or more trimesters / Semesters /expulsion from the university.**

Countersigned

Signature of the Student

Parent / Local Guardian

Date: _____