



Date:

To
The Vice Chancellor
Rajshahi Science and Technology University (RSTU)
Natore, Bangladesh

Subject: Prayer for.....

Dear Sir,

I beg to state that I am a student of RSTU in SCSE/SB/SLASS since
The last semester I attended at your university was/ I am a student of
the current semester. I would like to request you to help me solving the following
problem(s):

- 1) My Course Offering for the current semester was not done.
- 2) I have Dues in the Accounts Office. Amount (Dues):..... But, I would like to register for the current semester.
- 3) I was sick during the Midterm/Final Exam(s). So, I would like to take the Midterm/Final Exam(s) without/with penalty.
- 4) I would like to drop the Semester:..... with Refund/No Refund.
- 5) I attended RSTU till.....semester. Then, I could not attend RSTU due to personal problem. My problem was.....
- 6) I had received scholarship during the last semester and I would like to register for the current semester.
- 7) Payment all Academic Certificate and Transcripts attested by RSTU Officer.

.....
8) I would like to apply for a Studentship Certificate (Application Fee: Tk 500/=) / Appeared Certificate (Application Fee: Tk 500/=) / Testimonial (Application Fee: Tk 500/=)

9) Provisional Certificate & Transcript (Application Fee: Tk 5,000/=. Note: Degree Requirements fulfillment required to receive Provisional Certificate)

10) Others:.....
.....

Please approve my prayer and oblige thereby.

Your most obedient student,

.....
(Signature)

Name:.....

Registration No.:.....Program:.....

OFFICE USE ONLY

Accounts Office

Amount Dues:

Comments.....

.....

Signature of the Officer:

Office of the Registrar/Office of the Controller of Examinations

Comments.....

.....

Signature of the Officer:

Action by Registrar/Controller of Examinations:

Comments.....

.....

Signature of the School / Department Head.:

Action by the Vice Chancellor:

Approved

Disapproved

Vice Chancellor