

Instructions

- ✓ Fill up this form and complete the formalities.
- ✓ Please check all of your information carefully before submitting the form to the ARRU.
- ✓ Attached Photocopy SSC Certificate/Transcript.
- ✓ Name Correction (Student/Parent of Existing Students) fee Tk 500/-

Part 1 This part must align with your existing information as it appears on UU record.

Name: _____ Student ID: _____

Program: _____ Batch: _____ Contact: _____

Father's Name: _____

Mother's Name: _____

Part 2 Requested changes (New/correct information you would like changed to your UU record)

Select one or more items to change as per required

☐ Name: _____

Parents Information

☐ Father: _____

☐ Mother: _____

Part 3 Proof presented for change (Please attach a copy of one or more type of document as per required)
☐ SSC Certificate/Transcript ☐ O Level Certificate/Transcript ☐ NID Copy

☐ Passport ☐ Electricity Bill ☐ Others

Part 4 Declaration and Student Signature

I certify that the information provided on this form and within any attached documentation is accurate and free of alteration or falsification. I understand that if at any time it is proven that I have misrepresented any information and documents of UU, my profile may be blocked.

Date:

Day

Month

Year

Signature of the Student

Part 5 For Office Use Only

Chairperson/Head of the Dept.	Office of Finance & Accounts	ARRU (Office of the Registrar)
<div style="border-top: 1px solid black; text-align: center;"> Signature with Date & Seal </div>	<div style="border-top: 1px solid black; text-align: center;"> Concerned Officer Signature with Date & Seal </div>	<div style="border-top: 1px solid black; text-align: center;"> Concerned Officer Signature with Date & Seal </div>
Registrar	Pro-Vice Chancellor	
<div style="border-top: 1px solid black; text-align: center;"> Signature with Date & Seal </div>	<div style="border-top: 1px solid black; text-align: center;"> Signature with Date & Seal </div>	