Shanto-Mariam University of Creative Technology

House#01, Road#14, Sector#13, Uttara, Dhaka-1230.
Contact: 88-02-48962714, 48964596, Hotline: 01969904000

APPLICATION FOR EXTENSION OF REGISTRATION VALIDITY

Date: . . . .

The Registrar
Shanto-mariam University of Creative Technology
Uttara, Dhaka

My registration validity has expired in _____ session. I request you to extend the validity of my registration period and thereby allow me to complete my studies. The details of my information are as follows:

Name		ID. No.								

Dept.		Prog.		Batch		Phone	

(1) Reason(s) behind delay and extension of registration validity:

. . . .

Semester in which to start after reregistration: _____
Enclosure(s): Transcript/Grade Sheet
(Note: The applicant will have to pay all required fees.)

_____
Applicant's Signature

(2) (a) HoD's comment(s)   Number of module(s) to be completed: _____
                 Number of semester(s) required for prog. completion: _____

(b) Extension for _____ years may be granted.

_____
HoD's Signature & Date

(3) Accounts Section's Statement:

_____
Account Officer's Signature & Date

(4) Application is forwarded to the Review Committee: [____]

(5) (a) Review Committee member's opinion(s):

(b) Comment(s) of the Review Committee's Chairman:

_____
Com. Chair's signature & date

(6) (a) Register's comment(s):

(b) Extension may not be granted.
(b) Extension for . . . .
    may be granted.

_____
Registrar's Signature & date

(7) VC's approval:
(a) Approved: [ ]   (a) Not Approved: [ ]

_____
VC's Signature & date