

To
The Controller of
Examinations
University of Liberal Arts Bangladesh
688 Beribadh Road.
Mohammadpur. Dhaka.

Subject: Letter of Authorization for Collecting Documents

Dear Sir,

I, the undersigned, am hereby authorizing the following person to collect my document(s) on my behalf.
(Please tick the documents below):

- Original Certificate
- Provisional Certificate
- Transcript

Particulars of the authorized person:-

- 1.Name: _____
2. NID No: _____
- 3.Full Address: _____

- 4.Contact Number: _____
5. Relation with the student: _____
6. Specimen Signature: _____

Signature of the student and Date:-

Name (in capital letter): _____

ID#: _____ Cell No: _____

E-mail Address: _____

FOR OFFICE USE ONLY

Recommended by

Approved by

Officer/Senior Assistant Controller

Controller of Examinations