



# North South University

## Application Form for Personal Information Change

### Part-1: Personal Information (existing information according to NSU record)

Name: ..... Gender:  Male  Female  
 NSU ID: ..... Date of Birth (DOB):.....  
 Mobile Number: ..... Email: .....  
 Present Address: .....

### Part-2: Updated Information (Only fill up the part that you need to update/change)

Name: .....  
 NSU ID: ..... Date of Birth (DOB):.....  
 Mobile Number: ..... Email: .....  
 Present Address: .....

Citizenship: ..... Blood Group: ..... Gender: .....

### Part-3: Parent's Updated Information (Only fill up the part that you need to update/change)

Father's Name: ..... Mother's Name: .....  
 Mobile Number: .....  
 Present Address: .....

### Part-4: Supporting documents as proof for updating information (Put a check mark as applicable)

*Please see the other side of the form for more information*

- SSC Certificate and Transcript     HSC Certificate and Transcript     Bachelor's Certificate and Transcript  
 Master's Certificate and Transcript     O-level Certificate and Statement of Result     A-level Certificate  
 and Statement of Result     Passport     Electricity Bill     Others .....

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

\_\_\_\_\_  
 Student's Signature and Date

### Part-5: For Official Use Only

Entered By:
Entry Date:

\_\_\_\_\_  
 Assistant Registrar  
 Sign & Date

\_\_\_\_\_  
 Deputy Registrar  
 Sign & Date

\_\_\_\_\_  
 Registrar  
 Sign & Date

\_\_\_\_\_  
 Pro-Vice Chancellor  
 Sign & Date

**Please fill up this form and submit to the Registrar's Office with supporting documents. For more information, please see the other side of this form.**



# North South University

## Rules for Changing Personal Information

### Students whose last 3<sup>rd</sup> digit in the ID number is “6”:

#### A) For Undergraduate Students:

- **Bengali medium:** Show original certificates and marksheets/transcripts of SSC and HSC examinations and submit photocopies of the same.
- **English medium:** Show original O-level and A-level certificates and submit photocopies of the same.

#### B) For Graduates Students:

- **Bengali medium:** Show original certificates and marksheets/transcripts of SSC, HSC and undergraduate examinations and submit photocopies of the same.
- **English medium:** Show original O-level and A-level certificates and undergraduate marksheet and certificate and submit photocopies of the same.
- MBBS students need to bring original and photocopy of separate marksheet for each year and the MBBS certificate. Must also bring the **original and photocopy of Internship Certificate** and **BMDC Certificate**.
- A foreign degree (Bachelor/Masters) student must submit an Equivalence Certificate from the UGC.
- EMBA students must bring 3 years and EMPH students must submit 5 years of Job Experience Certificate

#### C) For All:

- Photocopy of student's NID and/or passport and each parent's NID and/or passport. For English medium students, copy of own passport is a must.

### Parents' Name Correction or Update:

- **Bengali medium:** Show (corrected) original certificates and marksheets of SSC and HSC examinations and submit photocopies of the same.
- **English medium:** Submit photocopy of student's (corrected) passport and photocopies of student's father's and mother's (corrected) passports or NID cards. Also show the original copy of your O'Level and A'Level certificates and submit a photocopy.

### Student's Date of Birth and Name Correction or Update:

- **Bengali medium:** Must submit photocopies of (corrected) SSC and HSC certificates and marksheets and show the originals.
- **English medium:** Must submit photocopies of (corrected) O-level certificate, A-level certificate, Statement of Result and student's passport and show the originals.
  - If the student has corrected any information in the academic documents, he/she must attach the application and approval copy from the relevant Education Board with the updated certificate and marksheet and show the original ones. (Must bring all documents related to corrections such as application to the education board, payment slips, General Diary (GD) copy, newspaper advertisement, affidavits as applicable.)
  - Please note that the original documents will be **returned** to you immediately after the verification is completed.
  - If the original document has printing on both sides, please make your photocopy also on both sides of the same sheet of paper. Do not photocopy both sides of the same document in two separate sheets.

### Address Change or Update:

- A photocopy of the home utility bill or a proof document of the address the student wants to give.