



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 3rd digit in the ID number is “6”:

A) For Undergraduate Students:

- **Bengali medium:** Show original certificates and mark sheet/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 mark sheets/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 mark sheet and Certificate and submit photocopies of the same.

C) For All: Photocopy of students NID and/or passport and each parent’s NID and/or passport. For English medium Student’s own passport is a must

For Parents’ Name Correction or Update:

- **Bengali medium:** Show (corrected) original certificates and mark sheets 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.

Student’s Date of Birth and Name Correction or Update:

- **Bengali medium:** Must submit photocopies of (corrected) SSC and HSC certificates and mark sheets 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 mark sheet and show the original ones

(Must bring all documents related to corrections such as application to the education boards, payment slips, General Diary (GD) copy, newspaper advertisement, affidavits as applicable.)

For Address Change or Update:

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