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# SOUTHEAST UNIVERSITY

**Permanent Campus: 251/A & 252, Tejgaon, Dhaka-1208**  
 Tel: 8878502, 8878497, 8870474, 8870475, 8870476, Ext: 114, 110  
**Admission Office: House-64, Road-18, Block-B, Banani, Dhaka-1213**  
 Tel: 8833024, 9840454, 9840456-7, Cell: 01911781327, 01747667864  
 Web: www.seu.ac.bd, Facebook: www.facebook.com/seu.official.info

## APPLICATION FOR ADMISSION

The candidate must enclose the following documents with this application form:

1. Attested copies of all academic certificates & mark sheets.
2. 4 Copies photograph (passport size).
3. Original documents will have to be produced at the time of admission.

Please affix an attested passport size photograph here

Please fill up the form in **BLOCK LETTERS**. Provide information exactly as appeared in your SSC/O' Level/equivalent certificate.

Name of Program : ..... Batch # .....

Application for admission in  Spring  Summer  Fall Year : 20 .....

### A. PERSONAL INFORMATION

1. Name of Student : .....

2. Date of Birth : ..... Day Month Year Place of Birth Citizenship/Nationality Passport No. (if applicable)

3. Gender & Marital Status : Male  Female  Married  Single  Religion ..... Blood Group .....

4. Father's Name : .....

Occupation : ..... Designation : ..... Tel/Mob : .....

5. Mother's Name : .....

Occupation : ..... Designation : ..... Tel/Mob : .....

6. Guardian's Name (if different from parents) : .....

Occupation : ..... Designation : ..... Tel/Mob : .....

7. Permanent Address : .....

8. Present Address : .....

9. Student's Tel/Mob : ..... E-mail : .....

10. Monthly income of parent's/guardian/self who will bear your educational expenses : .....

11. Person to be notified in case of emergency : ..... Relationship : .....

Designation : ..... Address : ..... Tel/Mob : .....

### B. EDUCATIONAL INFORMATION

#### 1. SSC/O' Level/Equivalent :

Name of Institution	Division/GPA	GPA (without 4 subject)	Overall Grade	Scale	Group	Board/University	Year

#### 2. H.S.C./High School/GCSE/A' Level/ Equivalent :

Name of Institution	Division/GPA	GPA (without 4 subject)	Overall Grade	Scale	Group	Board/University	Year

#### 3. Bachelor's Degree/Equivalent :

Name of Institution	Division/CGPA	Overall Grade	Scale	Group	Board/University	Year

#### 4. Master's Degree/Equivalent :

Name of Institution	Division/CGPA	Overall Grade	Scale	Group	Board/University	Year

### C. OTHER INFORMATION

1.  Sibling/Family

ID : .....

Relation : .....

2.  Name of Freedom Fighter

Certificate No.: ..... Mukti Barta No.: .....

Gazette No.: ..... Father's National ID/SSC Certificate

### D. WORK EXPERIENCE

**This Section is applicable for Post-Graduate Students only**

List the organizations you have worked for and the positions held. Begin with current position.

Name of Organization	Parent Organization (if any)	Position / Designation	From (mm/yy)	To (mm/yy)

IELTS/TOEFL (if any) : ..... SAT/GMAT/Other Test (if any): .....

### E. REFERENCES : Please list names and addresses of two referees.

1. Name : ..... Designation : .....

Address : ..... Tel : .....

2. Name : ..... Designation : .....

Address : ..... Tel : .....

### F. CONDITIONS

**Time Limit:** Students of 4-year undergraduate programs at Southeast University must complete the degree within 8 years from the date of admission. In the case of a 2-year program, the degree must be completed within 4 years from the date of admission.

**Declaration:** I do hereby declare that all the information given in this form are correct and complete to the best of my knowledge. I will abide by the rules & regulations and all applicable laws and decisions adopted by the SEU authorities from time to time. During my enrollment in SEU, I will not involve myself in any overt or covert political activity and I will not take part in or promote any subversive or extremist view/activity. If I adopt unfair means in the examination or participate in anything which is detrimental to the academic environment or the interest of the University, I shall be liable for disciplinary action. I shall make myself fully conversant with the Southeast University Academic Code of Conduct and comply with the regulations mention there in. I am fully aware of the fact that manufacture, distribution, possession and consumption of tobacco products, alcohol, drugs, and controlled (illegal) substances at SEU premises are strictly prohibited and that I may be expelled for violating this rule or for abetting violators.

**Note: Students who got themselves admitted with fake certificates will not be given degree certificates and shall not be allowed to attend the convocation.**

Signature of Applicant

I shall bear all educational expenses of the applicant and be responsible if any breach of the above declaration occurs.

Signature of Parents/Guardian

Signature of Admission Officer

Director/Chairman of the Department  
RECOMMENDED

Dean of School  
RECOMMENDED

Registrar  
ADMITTED