

# Sylhet Engineering College

## SSC & HSC Transcript Withdrawal Form

Date:  
To  
The principal,  
Sylhet Engineering College  
Sylhet

**Approval of the Principal**

Approved/ Not Approved

Signature with Seal and Date

Subject: **Application for Withdrawal of SSC & HSC Transcript**

Respected Sir,

With due respect, I am writing this to inform you that, I, was a student of your esteemed institution, would like to formally request to withdraw the original transcripts of SSC and HSC. I am grateful for the opportunities provided by your esteemed institution.

I request you to kindly initiate the process and please take necessary measures to withdraw the transcripts.

I have also enclosed the following along with this form:

1. **Clearance Form duly filled in with clearances from the concerned departments/ sections.**
2. **Photocopy of Final Result Publication Notice**

Student Name	
Registration No	
Session	
Department	
Final Result publication date (day/month/year)	
CGPA out of 4.00 scale	
Contact Number and E-mail	

Thank you for your kind consideration.

Yours faithfully,

\_\_\_\_\_  
(Date and Signature of the Applicant)

Recommendation of the Academic In-Charge  
/ Assistant Academic In-Charge

Signature with Seal and Date

**I have received my SSC and HSC original transcripts and will never demand further SSC and HSC transcript withdrawals.**

\_\_\_\_\_  
(Signature of the Applicant)

Date: