

# Sylhet Engineering College

## Admission Cancellation Form

Date:

To  
The principal,  
Sylhet Engineering College  
Sylhet

Subject: **Application for Cancellation of Admission**

**Approval of the Principal**

Approved/ Not Approved

Signature with Seal and Date

Respected Sir,

With due respect, I am writing this to inform you that, I, a student of your esteemed institution, would like to formally request the cancellation of my admission and request to withdraw the original transcripts of SSC and HSC. I am grateful for the opportunities provided by your esteemed institution and deeply regret the circumstances leading to this unfortunate decision.

I request you to kindly initiate the process for the cancellation of my admission 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. **Student's ID card.** (In case of lost ID card, copy of General Diary (GD) filed with local police station.)
3. **Money Receipt of payment.**

Full Name	:	
Year and Semester	:	
Registration No	:	
Department	:	
Contact Number and E-mail	:	
<b>Reason for Admission Cancellation</b>	:	

Thank you for your kind consideration.

Yours faithfully,

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

\_\_\_\_\_  
(Signature of the Guardian)  
(Father/Mother/Local Guardian)  
Guardian Contact No:

Recommendation of the Departmental Head

Signature with Seal and Date

Recommendation of the Library

Signature with Seal and Date

Recommendation of the Cash Section

Signature with Seal and Date

**I have received my SSC and HSC original transcripts**

(Signature of the Applicant)  
Date: