



# SOUTHEAST UNIVERSITY

House-64/B, Road-18, Banani, Dhaka-1213

Tel: 55034192, 55034125-28, 55034126, 55034127, Fax: 880-2-55034109, 55034107, E-mail: [info@seu.edu.bd](mailto:info@seu.edu.bd)

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Ref: SEU/ACAD/OFO/0083/2022

Date: April 20, 2022

## **OFFICE ORDER**

### **Subject: Submission of missing documents of students**

It has been observed that most of the students did not submit their required documents ( photo, photocopies of certificates, Self NID and parents NID) to the Admission Office when they got admitted from Spring 2021 onwards and they have been urged several times to submit the documents; yet they did not respond to it.

1. Therefore, University Management is requesting all Chairs and Program Directors to instruct their faculty members so that they ask their students who have admitted from Spring 2021 semester and onwards to submit their necessary and missing documents to the respective Academic Office by May 12, 2022; otherwise their ID will be locked and they will not be able to register for courses next semester.

2. After collecting the documents respective Academic Departments will send the documents to Admission Office by May 18, 2022.

**Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)**  
Registrar