



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/OFO/0130/2022

Date: 21.06.2022

Office Order

Subject: Student Identification Number (SIN) and Student Codes.

Reference:

A. Registrar Office Letter no: SEU/ACAD/OFO/0074/2022, Dated: 07.04.2022

1. As per instruction of UGC, at present students are issued with 16 Digits Student Identification Number (SIN). This 16 digits SIN will be used by Exam, and DR (Academic) Offices for issuing all sorts of Certificates (Original/Provisional), Transcripts, Testimonials to the students and in relevant corresponding matters with UGC/Ministry of Education.
2. In addition to 16 digits Student Identification Number (SIN), students are issued with 13 digits Student Codes. Students will use the 13 digits Student Codes for Tuition fees and all other fees payment, writing application and other internal correspondences at SEU.
3. All Academic Chairs/Director, MBA & BBA programs of all departments are requested to inform their all existing students of the proper uses of 16 digits Student Identification Number (SIN) as well as 13 digits Student Codes.

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