

# Sonargaon University (SU)

We will rise up, we will shine

Ref:SU/Exam/Amend/01

Dated:26/12/2018

## **Notice to students for amendment in SU ERP as per previous Academic document**

This is to notify all the students of Sonargaon University (SU) that office of the Controller of Examinations will get provisional certificate/Transcript/ other relevant documents ready according to the information available in the SU ERP. Here is to mention that if any kind of mistakes (Name Spelling or others) occurs in the provisional certificate/Original Certificate/Transcript/ other relevant documents of any student, he or she shall have to pay required fees of 1500 (each document) for amendment. So each one of the students is earnestly being urged to check and make sure that his or her information in the SU ERP (Names spelling- student's Name, Father's Name and Mother's Name etc in accordance with his or her previous academic records) is completely right. But if not, please contact the Student Advisor and IT department with the relevant document to get them amended by 15th of January-2019.

Thanking you,  
Md. Omar Faruque Molla

Deputy Controller of Examinations (SU)

Copy to: For Action

1. All ACAD Executive to circulate the Notice to all students and mail it to all CR (In the class room, on the Notice Board on the relevant Point of all Campuses).
2. IT Department to upload it to student panel of SU ERP and take required steps
3. Student Advisor Office to take required steps

Copy to: For information

1. Office of the Board of SU Trust
2. VC Office
3. Treasurer office
4. Registrar Office
5. All Departments
6. Account & Finance
7. Exam Office Copy