Date: April 10, 2018

To

The Registrar,

Bangladesh University of Engineering and technology (BUET),

Dhaka-1000.

Through Head, CSE, BUET.

**Subject: Application for granting study leave and issuing GO.**

Dear Sir,

I am Abdus Salam Azad, Assistant Professor, in the Dept. of Computer Science and Engineering (CSE), Bangladesh University of Engineering and Technology (BUET). I joined BUET as a Lecturer on August 27, 2014. I have been appointed as an Assistant Professor since December 05, 2017. **I have received the offer of Ph.D. admission with full financial offer from the University of California, Berkeley for the Fall session that starts on August 15, 2018**. **Hence, I need a study leave effective from August 02, 2018.** Relevant documents of admission are enclosed herewith.

I, therefore, earnestly request you to kindly take necessary steps and grant me **study leave effective from August 02, 2018** **and issue GO** at your earliest convenience.

Yours sincerely,

Abdus Salam Azad  
Assistant Professor, Department of CSE, BUET

Forwarded by:

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Dr. Md. Mostofa Akbar  
Professor and HeadDepartment of CSE, BUET

Enclosure:

1. Copy of Admission letter
2. Copy of Financial aid offer
3. Copy of I20
4. Copy of academic calendar, Fall 2018 semester, UC Berkeley