12 September 2018

Vice Chancellor

American International University-Bangladesh

Dhaka-Bangladesh

**Subject:** Application for continuing 3rd semester with minimum credit and waiver.

Dear Madam,

With due respect, I would like to inform you that I am a student of MSCS department of your university. My CGPA is 3.38 out of 4.00. I am a service holder and sometimes it becomes very difficult for me to manage both class and job simultaneously. With huge syllabus of this 3rd semester it will be quite difficult for me to take 12 credits. So I have taken 9 credits instead of 12 credits. As an alumni student of AIUB, I get 35% waiver on my tuition fees but if I take 9 credits I will lost this opportunity. Along with this application I have attached my employee certificate.

I would like to request you to consider my current situation and allow me to continue this semester with 9 credit and 35% waiver.

Sincerely Yours

Rahman, Md. Sakib

ID: 18-90575-1

Program: MSCS

American International University-Bangladesh