

To:

The Registrar
North South University
Dhaka, Bangladesh

Through:

The Chairman
Department of Computer Science and Engineering
Dhaka, Bangladesh

Subject: Application for Credit Adjustment of BIO103L and CSE498R

Dear Sir,

I hope this message finds you well.

I am writing to request an update to my academic records in accordance with the current curriculum structure. Specifically, I request the following changes to be reflected in my transcript:

- **BIO103L** – to be counted as a **1-credit course**
- **CSE498R (Internship)** – to be counted as a **0-credit course**

Student Name: **Md Zobaer Hossain Bhuiyan**

Student ID: **2013757042**

I understand that this adjustment is now required as per the university's official policy, and I am submitting this request to proceed with my degree completion accordingly.

Thank you for your time and kind assistance.

Sincerely,

Md Zobaer Hossain Bhuiyan

2013757042