North South University

Date :

To : Registrar

Through : Director / Chairman / Head of the Office

From :

Subject : Issuing of ID Card

I am furnishing the following information and one photograph for issuing an ID card in favor of me.

Thank you

|  |  |
| --- | --- |
| Name (In Block Letter) |  |
| Designation |  |
| Department / Office |  |
| Date of Birth |  |
| Date of Joining at NSU |  |
| Present address with phone number / Email address |  |
| Permanent address with phone number |  |
| For Faculty initial |  |
| ID Number |  |