



Government of the People's Republic of Bangladesh
University Grants Commission of Bangladesh

Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207
www.ugc.gov.bd



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

No. UGC/ICC/5.13/AFV/2014/1413

Date: 22-07-2026

H.E The High Commissioner
High Commission of the Republic of Singapore in Dhaka
Ventura Avenue, 5th floor, 8/B Gulshan Avenue, (Bir Uttam Mir Showkat Sharak), Dhaka 1212, Bangladesh.

Kind Attention:

Visa Officer, High Commission of the Republic of Singapore in Dhaka, Ventura Avenue, 5th floor, 8/B Gulshan Avenue, (Bir Uttam Mir Showkat Sharak), Dhaka 1212, Bangladesh.

Dear Sir

This letter is to confirm that Mst. Jesmin Pervin bearing Bangladeshi Passport Number E00266320 is the Director of International Collaboration Division of the University Grants Commission (UGC) of Bangladesh.

She will be visiting Singapore from 04 August to 12 August 2026 or nine days from the date of departure (excluding transit and travel period). Her husband Md Shafiq Uddin bearing Bangladeshi Passport number A09305246 and her daughter Roselyn Shirleaf bearing Bangladeshi Passport number A04897613 will be accompanying her on this visit. After returning she will join UGC immediately as per usual norms/practice.

Please also be informed that all expenses regarding the visit will be borne by her. Your assistance in granting them the required visa would be highly appreciated. If your office requires any further details, please feel free to contact the undersigned.

Attachments: As described.

Yours sincerely,

Khandker Sabahat Rizvee
Senior Assistant Director

International Collaboration Division

Phone: +88 01727529819

E-mail: rizvee@ugc.gov.bd

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Copy for kind information and necessary action (Not according to seniority):

01. Mst. Jesmin Pervin, Director, International Collaboration Division, UGC, Dhaka;
02. Director, ICT, UGC, Dhaka (With the request to upload at the UGC website);
03. Personal Secretary to the Chairman, Office of the Chairman, UGC, Dhaka;
04. Office Copy/Master Copy.