



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

Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207

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বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

No. UGC/ICC/5.13/AFV/2014/1412

Date: 22-07-2026

H.E The High Commissioner
High Commission of Malaysia, Dhaka
House No. 19, Road No. 6, Baridhara Diplomatic Enclave, Dhaka

Kind Attention:

Visa Officer, High Commission of Malaysia, Dhaka, House No. 19, Road No. 6, Baridhara Diplomatic Enclave, Dhaka, 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 Malaysia 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,

Sabahat Rizvee

Khandker Sabahat Rizvee
Senior Assistant Director

International Collaboration Division

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E-mail: rizvee@ugc.gov.bd

22/07/23

No. UGC/ICC/5.13/AFV/2014/1412

Date: 22-07-2026

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.