



## STUDENT SECTION

**Query cum application form for issuing Degree/ Bonafide/ Provisional/ Character Certificate etc.**

Please fill the form in CAPITAL letters only

Existing Student:       Ex-student:  if ex-student, specify session:.....

1. Name of the Applicant:.....
2. Father's name:..... Contact no:.....
3. Address:.....
4. Name of the Institution:.....
5. Course:.....Branch.....Semester:.....Session:.....Uni. Regd. No.....

**Type(s) of document needed (please tick '✓'):**

- |  |                          |                |                          |  |
|--|--------------------------|----------------|--------------------------|--|
| 1. Degree:   | <input type="checkbox"/> |                |                          |  |
| 2. Bonafide Certificate:                                     | <input type="checkbox"/> | Duplicate: Y/N | <input type="checkbox"/> | <b>Note: For provisional certificate, write semester wise marks (i.e. MO/MM) on the backside of this form.</b> |
| 3. Provisional Certificate:                                  | <input type="checkbox"/> | Duplicate: Y/N | <input type="checkbox"/> |  |
| 4. Character Certificate:                                    | <input type="checkbox"/> | Duplicate: Y/N | <input type="checkbox"/> |  |
| 5. Any other (pls specify)                                   | <input type="checkbox"/> | Duplicate: Y/N | <input type="checkbox"/> |  |
| 6. Withdrawal of original document: (mention documents)..... |                          |                |                          |  |
| 7. Any query:.....   |                          |                |                          |  |

Date:..... Signature of the applicant

- Note:**
1. 'No Due Certificate' is not required in case of issuing Bonafide/Provisional/ Character Certificate.
  2. In case of duplicate certificate, pay requisite fee at cash counter and attach proof of payment.

(For office use only)

No object for issuing Bonafide/ Provisional Certificate	No object for issuing Character Certificate	No objection for issuing original documents	No due
HOD (Dept.....)	HOD (Dept.....)	HOD (Dept.....)	Accounts Section
Issue the original documents	Particular(s) checked and found correct	<b>Query Report</b> <small>(to be submitted by concerned dealing official)</small>	Issue the same
Admin Officer	Dealing official, Student Section	Dealing official, Student Section	Assistant Registrar Student Section, CT Institutions