

Date: / /

CERTIFICATE REQUEST FORM

Your Name:
Address
Email Address:
Register Number:
Contact No.:

To
The Registrar
St. Joseph's University
36 Lalbagh Road, Bengaluru-560027,
Karnataka, India

Subject: Request for Certificate.

Respected Sir,

I am writing to request the issuance of specific certificate as listed below.

S/ No	Particulars	Select
1	Bonafide / Study Certificate [] Bonafide with Fee structure for Education Loan [] Bonafide with Fee structure for Scholarship [] Medium of Instruction certificate [] Character Certificate []	
2	Migration Certificate:	<input type="checkbox"/>
3	Duplicate Transfer Certificate	<input type="checkbox"/>
4	Transfer Certificate:	<input type="checkbox"/>
5	Consolidated / Transcript:	<input type="checkbox"/>
6	Duplicate Marks Card	<input type="checkbox"/>
7	Provisional Degree Certificate	<input type="checkbox"/>
8	Correction in Marks Card	<input type="checkbox"/>
9	University Envelop	<input type="checkbox"/>
10	Correction in ID Card	<input type="checkbox"/>
11	ID Card Tag	<input type="checkbox"/>
12	Duplicate Fee Receipt	<input type="checkbox"/>
13	Duplicate Mentor Manual	<input type="checkbox"/>
14	Duplicate Student Hand Book	<input type="checkbox"/>
15	Correction in Marks Card	<input type="checkbox"/>

Please select the required certificates by checking the appropriate box.

S/No	Particulars	Amount
1	Bonafide / Study Certificate [] Bonafide with Fee structure for Education Loan [] Bonafide with Fee structure for Scholarship [] Medium of Instruction certificate [] Character Certificate []	Rs. 50 Each
2	Migration Certificate: Required documents to be submitted along with this request letter. 1.All semester marks card photocopies	Rs. 300 + Rs. 115 (per year after) + Rs. 35 (postal charges)
3	Duplicate Transfer Certificate: Required documents to be submitted along with request letter 1.All semester marks card photocopies 2.TC photocopy 3.FIR copy from police station 4.Notary Original Copy	Rs. 150
4	Transfer Certificate: Required documents to be submitted along with request letter 1. All semester marks card photocopies	Rs. 100
5	Consolidated / Transcript: Required documents to be submitted along with request letter. 1.All semester marks card photocopies	Rs. 600 (1 st copy) Rs. 300 (2 nd copy)
6	Duplicate Marks Card : Required documents to be submitted along with request letter 1. FIR copy from police station 2.Notary Original Copy	Rs. 600 + Rs. 250 (per year after)
7	Provisional Degree Certificate : Required documents to be submitted along with this request letter. 1.All semester marks card photocopies	Rs. 250
8	Correction in Marks Card	Rs. 500
9	University Envelop	Rs. 25
10	Correction in ID Card	Rs. 50
11	ID Card Tag	Rs. 30
12	Duplicate Fee Receipt	Rs. 30
13	Duplicate Mentor Manual	Rs. 200
14	Duplicate Student Hand Book	Rs. 100
15	Correction in Marks Card	Rs. 500

Total Amount: Rs. _____ (To be filled in based on the selected certificates)

I have attached the necessary documents (if required) along with this letter. Kindly process my request at your earliest convenience. If you need any further information, please feel free to contact me at

Contact No.:

Address or Email Id:

Thank you for your attention to this matter.

Sincerely,

Your Name:

Signature:

Administrative Office Purpose

Case Worker Name:

Application Received Date:

Certificate Issued Date:

Accounts Office

Transaction Reference Number:

Date of Payment:

Accountant Signature

Acknowledgment Receipt

Received an application from.....bearing Reg. No..... for the following document:

1.

Remarks:

Authorized Signature:

Transaction Reference Number:

Designation:

Date of Payment:

Note: This acknowledgment is for your records. Please retain it until the completion of your required processes related to these documents.