

## REQUEST FOR CERTIFICATE

From : \_\_\_\_\_

E-mail address : \_\_\_\_\_  
(current student should quote college personal ID)

Phone No. : \_\_\_\_\_

To : Principal, Parvatibai Chowgule College, Margao

Dated : \_\_\_\_\_

Sir,

Please issue me the following certificates (please tick mark wherever necessary):

1. Bonafide certificate
2. Character certificate
3. Transcript
4. Attempt Certificate
5. Provisional Passing Certificate
6. Fee structure Certificate
7. No-Objection Certificate for taking admission in any other college
8. Any other Certificate ( please specify the details)

I give below details of the course studied in this college :

Name of student (as registered in the college) \_\_\_\_\_

Class studied/studying : \_\_\_\_\_

Roll No./ Examination Seat No. \_\_\_\_\_

Year of Passing : \_\_\_\_\_

Tenure in the college : From academic year \_\_\_\_\_ to \_\_\_\_\_

(Signature of the student)

- Instructions** : 1) Students requesting for Transcript should enclose copies of marksheets of all the examinations passed in this college.
- 2) The above application with the enclosures, should be submitted in a sealed envelope, at the College Office counter.
- 3) This office will intimate to you through e-mail the date when you should come to collect the certificate.