**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SONEPAT**

**INWARD NO. [ACADEMIC]**

**GENERAL APPLICATION FORM**

(Through Head of the Department/Respective Warden of Hostel/T&P Cell etc)

**Date:- / /20**

The Deputy Registrar (Academic)

Indian Institute of Information Technology, Sonepat - 131029

**Subject: To issue required Certificate/to solve the issue as mentioned below.**

Sir,

Kindly arrange to issue the following certificate for the purpose or resolve the issue as briefed below.

**Please tick which is required Prescribed Fee**

1. Bonafide certificate } Rs.20/-

2. Character Certificate } Rs.20/-

3. Migration Certificate } Rs.200/-( Rs. 300/- through Post)

4. Hostel Leave Certificate (Enclose Affidavit) } -

5. Duplicate I-Card (Enclose Affidavit + FIR for loss) } Rs.20/- (Duplicate I-Card)

6. No Objection Certificate } -

7. Transcript } Rs.450/- 1st Set & Subsequent set @Rs.90/- .

8. Degree Certificate } Rs.500/-(Rs.600/- through Post)

9. Any other }

10. Describe in brief if Any other is applicable

**[Brief the issue along with the supporting documents]**

**Particulars of the student**

Name Roll No. Father’s Name Semester & Section

B. Tech/M. Tech./MBA/MCA/Ph. D. (Branch/Specialization ) Year of passing (If applicable) Mobile& E-mail Thanking you

Yours faithfully,

(**Signature of the Student)**

**(For office use)**

- Prescribed fee is received, details of the student are verified from the record.

- The certificate may be issued as per letter placed below for signatures.

**Dealing Assistant Superintendent Deputy Registrar (Academic) Date of Signature: / /20**

I have received the required certificate(s) on /issue is solved on ………………………….

(Signature of the Student)