To,

The Deputy Registrar (Academic)

Indian Institute of Information Technology,

Sonepat - 131029

**Date :- / /**

**Sub: Request for Dispatching Provisional Degree Certificate, DMC of Final Semester and**

**Character Certificate.**

Sir,

I , Roll No.

B.Tech./M.Tech. /MBA /MCA

Branch

request you to dispatch my Provisional Degree Certificate (PDC), Final Semester DMC and Character Certificate (CC) at the following Address. I have enclosed my address proof with this application:

**Address (Capital Letters)**

Pin Code

Mobile No.

I have deposited the requisite fee of Rs. 100/- towards postage and handling charges (Receipt Attached). I understand that the responsibility of any damage/theft/being lost to the Provisional Degree Certificate (PDC), Final Semester DMC and Character Certificate shall be

mine.

Thanking You, Dated:

Yours faithfully, Signature

Name

Roll No.

Roll No. \_ Branch\_

To

Pin Code Mobile No.

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT-131029**

**NO DUES CERTIFICATE**

Name of the student , Roll No.

Semester , /Branch .

Dated: Signature of Student

**Nothing is Due against the aforementioned student**

1. HOD/Co-ordinator

2. President, Clubs

3. Prof. I/C N.C.C.

4. Warden, Hostel No. ( )

5. Director of Sports

6. Prof. Incharge CCN

7. Librarian

8. Deputy Registrar (Accounts)