APPLICATION FOR TRANSCRIPT(s)/DEGREE/DUPLICATE DEGREE/ DUPLICATE GRADE/ MARK SHEET(s)/TRANSFER CERTIFICATE/ VERIFICATION/OTHERS

Application for (Please tick below):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Transcript(s)** | **Degree** | **Duplicate Degree** | **Migration Certificate** | **Transfer Certificate** | **Verification** | **Bonafide /(Others)** |
|  |  |  |  |  |  |  |
| **Purpose of Certificate :** | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Candidate’s Details** | | | |
| 1. Name (As per Institute record) |  | | |
| 2. Enrolment No. |  | 3. Contact No. |  |
| 4. Name of Course |  | 5. Year of Admission |  |
| 6. Discipline |  | 7. Year of Passing |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Mode of Payment (Please tick and fill details) / (Attach copy of receipt)** | | | |
| 1. IIPE Deposit | Receipt No: | Date: | Amount: |
| 2. Demand Draft | D.D. No: | Date: | Amount: |
| 3. Online Transfer | Ref./UTR No: | Date: | Amount: |
| Account No. (in which amount transferred) | |  |

|  |  |  |
| --- | --- | --- |
| **C. Details of Required Documents** | | |
| 1. For Transcript | a. Purpose to obtain Transcript(s) |  |
| b. No. of copies |  |
| 2. For Duplicate certificate | Purpose: | |
| An affidavit before a Court of Law for loss/theft. A copy of FIR from local Police Station. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **D. Postal Address(s) to send documents (in Capital Letters)/Please tick here** | |  | **if to be collected by hand** |
| a. .……………………………………………………………………  ….………………………………………………………………………  …………………………………………………………………………  ….………………………….……………PIN………………………  Phone No ………………………………………………………… | b. .…………………………………………………………………………………  ….……………………………………………………………………………………  ….……………………………………………………………………………………  ….………………………………………………………PIN………………………  Phone No .……………..……………………………………………………… | | |
| **In case more than two addresses, please attach separate sheet.** | | | |
| **E. List of Documents attached: 1. ….………………………………….**  **2. ….………………………………….**  **3. ….………………………………….** | **4. ….………………………………….**  **5. ….………………………………….**  **6. ….………………………………….** | | |

**Date: …………………………… Signature of the Applicant**

**Note:** Duly filled Application Form along with the required documents mentioned in the procedure may be forwarded to Academic Section by post to the mentioned address in procedure or through e-mail to  [**academicsection@iipe.ac.in**](mailto:academicsection@iipe.ac.in.%20) In case of duplicate documents Affidavit is required in Original.

**OFFICE USE**

Payment Status: Recommended/Not Recommended Signature of F/A:

Dean/Associate Dean (AA)