

PARUL GROUP OF INSTITUTES, LIMDA

Date:

To,
The Principal

Limda.

Subject: Application for Duplicate I Card

Respected Sir,

I am a student of the (College & Department) from 20..... I have lost my **Temporary / Permanent I-card** because of below mentioned reasons.

I hereby declare that my existing **I-card** is not captured by any of the institute authorities or during examination and later on if my **I-card** is found with any of the institute authority, I am ready to pay fine as imposed by institute authority. My personal details are as follows.

Name :-	
Branch :-	Semester :-
Enrollment No :-	Year of Admission :-

I have lost my I-Card

1. Within Institute
2. Out of Institute

So I request you to issue Duplicate I-card.

Thanking you,

(Signature of Student)

Duplicate I-Card may be/may not be issued

(Signature of Students Dean with stamp)

(Signature of HOD with stamp)

(Signature of the Principal)

For Office Use only (Not to be filled in by the applicant)	
Received fees of Rs. towards duplicate I-card vide Receipt No. dated	Duplicate I-card No. issued on
Account Section (Library)	Officer I/c - Library
	Received the Duplicate I-card as above
	(Signature)

Enclose:

- Xerox copies of Last paid Fee Receipt

(Fees: Rs. 200/- per card)

PARUL GROUP OF INSTITUTES, LIMDA

Date:

To,
The Principal
.....
Limda.

Subject: Application for Bonafied Student Certificate

Respected sir,

I am a student of the (College & Department) from
..... 20.... . I request you to issue a **Bonafied Student Certificate**. My personal
details are as follows.

Name :-	
Branch :-	Semester :-
Enrollment No :-	Year of Admission :-

Thanking you,

(Signature of Student)

B.S.C. may be/may not be issued

(Signature of HOD with stamp)

**For Office Use only
(Not to be filled in by the applicant)**

Received fees of Rs. towards Bonafied student certificate vide Receipt No. dated	Bonafied Student Certificate no. issued on
Account Section	Issuing Clerk
	Received the Bonafied student certificate as above (Signature)

(Fees: Rs. 20/- per certificate)

PARUL GROUP OF INSTITUTES, LIMDA

Date:

To,
The Principal
.....
Limda.

Subject: Application for Fee Structure

Respected sir,

I am a student of the (College & Department) from
20.... . I want to apply for bank loan / scholarship for financial support to pay fees. I request you to issue the **Fee structure letter**. My personal details are as follows.

Name : -	
Branch : -	Semester : -
Enrollment No : -	Year of Admission : -

I want current year / all four year duration fee structure for below purpose

- Loan from Bank
- Scholarship from my cast
- Other (Specify)

It is in my knowledge that this fee structure letter is just an estimated fees, it is not that I will have to pay fees according as mentioned in fee structure letter. Later on if fee regulatory committee approves fee hike I abide to pay fees as per prevailing rules at that time.

Thanking you,

(Signature of Student)

F.S.L. may be/may not be issued

(Signature of the Principal)

**For Office Use only
(Not to be filled in by the applicant)**

Received fees of Rs. towards fee structure letter vide Receipt No. dated	Fee structure letter issued on
Account Section	Issuing Clerk Received the fee structure letter as above (Signature)

Enclose:

- 1) Xerox copies of all fee receipts
- 2) Xerox copy of I Card / Driving License

(Fees: Rs. 20/- per letter)

PARUL GROUP OF INSTITUTES, LIMDA

Date:

To,
The Principal
.....
Limda.

Subject: Application for "Letter of Recommendation"

Respected sir,

I am / was a student of the (College & Department)
from / during the academic period of to

..... I request you to kindly issue me **Letter of Recommendation**.

My personal details are as follows. I require number of **L.O.R.**

Name (in CAPITAL only): -	
Branch: -	Semester: -
Enrollment No: -	Month & Year of Admission: -
Month & Year of Passing:-	

I request you to issue a **L.O.R.** for higher studies / to get job / for my personal file purpose. Thanking you,

(Signature of Student)

L.O.R. may be/may not be issued

(Signature of HOD with stamp)

**For Office Use only
(Not to be filled in by the applicant)**

Received fees of Rs. towards L.O.R. vide Receipt No. dated Account Section To, Concern HOD, No. of Letter-head is enclosed herewith. Student's Section	L.O.R. issued On Clerk (Academic) Received L.O.R. as above (Signature)
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Enclosure:

- 1) Xerox copy of last paid fee receipt
- 2) Xerox copy of Last year mark-sheets
- 3) Xerox copy of extra co-curricular activity certificate.

(Fees: Rs. 20/- per **L.O.R.**)

PARUL GROUP OF INSTITUTES, LIMDA

From: _____

Phone No: _____

To,
The Principal,
.....
Limda.

Subject: Issuing Transcript/G.P.A.

Dear Sir,
I was / am a student of the Department of this
institute and request you to kindly issue me copies of **Transcript and G.P.A.** I
also pay the requisite fees of Rs. towards the **Transcript / G.P.A.**

My personal details are given in prescribed form enclosed herewith.

Thanking You,

Yours faithfully

Encl: As Above

Signature

**For Office Use only
(Not to be filled in by the applicant)**

Received fees of Rs.: towards
Transcript / G.P.A. vide

Receipt No. dated

Account Section

To, Concern HOD,
..... No. of Letter head is enclosed herewith.

Student's Section

Transcript / G.P.A. issued on:

Clerk (Academic)

Received the **Transcript / G.P.A.** as above

(Signature)

I authorize
to collect my **Transcripts/G.P.A.**

(Receivers Signature)

(Applicant's Signature)

TRANSCRIPT OF THE RECORD of

Mr. / Miss.
(Name) (Father's Name) (Surname)

This is the Transcript of the Record of
in the (College & Department) during the academic period of
..... to

PERSONAL DETAILS	
1. Full Name(Capital Letter)	:
2. Nationality	:
3. Date of Birth	:
4. Birth Place	:
5. Permanent Address	:
6. Degree Awarded	:

Mr. joined this institute in
..... 20..... in the year Degree Course in

The details of the Faculty Progress Record were as under:

.....
.....
.....

All Students are requested to enclose herewith the following documents for prepare Transcript.

- 1) Attested Xerox copies of all Mark sheets with passing certificate
- 2) Attested Xerox Copy of School Leaving Certificate
- 3) Attested Address proof

PARUL GROUP OF INSTITUTES, LIMDA

Date:

To,
The Principal.....
Limda.**Subject: Application for Transfer Certificate**

Respected Sir,

I was a student of the (College & Department)
 during the academic period of to I request
 you to kindly issue me **Transfer Certificate**. My details are as follows.

Name (in CAPITAL only): -	
Branch: -	Semester: -
Enrollment No: -	Month & Year of Admission: -
Month & Year of Passing:-	

I request you to issue a **Transfer Certificate** for my further study purpose.

Thanking you,

(Signature of Student)

T.C. may be/may not be issued

(Signature of HOD with stamp)

(Signature of the Principal)

**For Office Use only
 (Not to be filled in by the applicant)**

Received fees of Rs. towards T.C. vide Receipt No. dated	T.C. No. issued On
Account Section	Received the T.C. as above (Signature)

Enclosure:

- 1) Self-attested xerox copy of last paid fee receipt
- 2) Self-attested xerox copy of Passing certificate
- 3) Self-attested xerox copy of Last year mark-sheets
- 4) Self-attested xerox copy of School Leaving Certificate

(Fees: Rs. 30/-)