



Application Form for Issue of Diploma/PG Diploma Certificate

To,
The Registrar,
ISBM University

Sir,

<p><u>To be filled by the office</u></p> <p>Certificate No..... Dispatch No..... Date.....</p> <p align="center">Dealing Asstt.</p>

<p>Recent Passport size Photograph</p>

I have been a student of this University studying as Regular/Ex -student in the
..... (University) and passed
the examination in the Month and Year..... in Division. I do
request you to kindly issue me Diploma/ PG Diploma Certificate.

The requisite fees amounting to Rs has been deposited in cash/
Bank Draft No. of Bank..... Dated

1. Full Name in English (In Capital Letters)
2. Full Name in Hindi
3. Father's Name
4. Mother's Name
5. Examination last appeared/passed Year Division/Grade
6. Marks obtained in last semester/year Out of
7. Grand total (Including all semester/year) Out of
8. School Enrollment No.:

Date:

Address for Communication:

Yours faithfully

Pin..... Phone

(Signature of Student)

CERTIFICATE TO BE RECORDED BY THE HEAD OF THE DEPARTMENT

Certified that the eligibility for award of Diploma/ PG Diploma certificate has been checked office record of the institution and found correct. The candidate may be issued the desired certificate.

Signature of the Head of the Department

Enclosures required: (Please tick (✓) in appropriate box if enclosed)

1. For Diploma/PG Diploma certificate please enclose a copy of the Final Semester/Year Marksheet self attested.
2. Please enclose copy of T.C. self attested.
3. Demand Draft should be drawn in favor of ISBM University payable at Raipur.

Note:

1. Diploma/PG Diploma certificate will be issued after 30 days of receipt of application with prescribed fees.
2. Incomplete application(s) without requisite enclosure (as above) shall not be considered.
3. Recent passport size photograph self attested.
4. Postal Address (in capital letters) must be submitted in separate plain paper.

Non Refundable Fees:

Diploma Certificate	Rs. 2000/-	PG Diploma Certificate	Rs. 2000/-
Postal Charge	Rs. 50/- extra	Postal Charge	Rs. 50/- extra