



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
P.O. SRINIVASNAGAR, MANGALORE-575 025

Form of Application for Issue of Certificates

1. Name of the Candidate (Block letters) : _____
(As per Roll List)
2. Request for Certificate : _____
3. Reason : _____
4. Date of Birth : _____
5. Sex (Tick appropriate box) : Male Female
6. Category (SC/ST/OBC/GEN) : _____
7. Details of the Programme
- (i) Course : _____ (ii) Branch: _____
- (iii) Guide Name : _____ (iv) Reg. No. _____
(For Research Scholar)
- (v) Semester / Year : _____ (vi) Date of Admission _____
- (vii) Roll No. : (viii) Year of Admission
- (ix) Month & Year of passing :
(for Final Year/ Passed out)
8. CGPA Obtained : _____ 7. Landline / Mobile No. _____
9. Postal Address (Block letters) : _____
Pin code
10. For NOC Mention detailed Reason : _____
with Place and Date

Signature of the Candidate with Date

(Forwarding by Head of Department)

The Application for the issue of certificates applied by the student is being forwarded to Dean Academic

Dated

Signature of the HOD

(To be filled by the Academic Section)

Certified that above entries made by the Applicant are correct as per Office Record and the certificate/s can be issued to him / her applied for.

Dated

Assistant Registrar (Academic)

(Approval)

Dated

Dean (Academic)

For Office Use Only

Received the above Certificate No. Dated on

Dated

Signature of the Applicant

Note

1. Request for Certificates – Specifically mention the items for which you have to apply (Conduct Certificate/Bonafide Certificate /Branch Position Certificate/ Course Completion Certificate /Thesis Submission Certificate/ No Objection Certificate for obtaining VISA or Internship/Change of Address)
2. Please make separate application for each item.
3. For No Objection Certificate and Conduct Certificate Application should be recommended by concerned HoD and subsequently get approval by Dean (Academic). For Extension of VISA, copy of previous VISA should be attached.
4. The Application is required to be submitted in advance of two working days to the Academic Section for the issue of certificates. Applications without proper channel and supporting documents will not be considered for the issue of certificates.
5.
 - a. For Course Completion Certificate copy of all the Grade Cards Should be attached.
 - b. For Change of Address, Address Proof is required to be enclosed.