To,

Affix your recent photograph

Faculty In-Charge (Academics)

Indian Institute of Information Technology Ranchi

Ranchi – 834010, Jharkhand, India

Sir.

I request you to kindly issue my Original Degree Certificate.   
Details are given below:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the Student  (as per 10th Certificate) | **English** |  |
| **Hindi** |  |
| 2. | Father's Name |  | |
| 3. | Discipline |  | |
| 4. | Degree (UG/PG/PhD) |  | |
| 5. | Year of Passing |  | |
| 6. | Roll No / Registration No |  | |
| 7. | Postal Address  (With PIN Code) |  | |
| 8. | Present Address  (With PIN Code) |  | |
| 9. | Phone No./Mobile No. |  | |
| 10. | Email ID (Preferable GMAIL) |  | |

|  |  |  |
| --- | --- | --- |
|  |  | (Signature of Student with date) |
|  | **For Office Use Only** |  |
| Issue of degree to Dr./Mr./Ms./Mrs ……………..……..…………………………………………… may kindly be approved. | | |
| Faculty In-Charge (Examinations) | Faculty In-Charge (Academics) | Registrar |
|  | **Details of Dispatching** |  |

Mode of Issuing Original Degree (By Hand / By Post):

Signature of Receiver (In case of By Hand):\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Details (In case of By Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Issuing Original Degree:

(Signature of Dispatcher)