



# SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

LONGOWAL, DISTT. SANGRUR(PUNJAB)

(ESTABLISHED BY: GOVT OF INDIA)

DEEMED TO BE UNIVERSITY

## STUDENT APPLICATION FORM FOR

BONAFIDE/PROVISIONAL/CHARACTER/MIGRATION CERTIFICATES/TRANSCRIPT

COPIES/DUPLICATE CERTIFICATES/DMCS AND ENQUIRY

1. Name(in Capital Letters) : \_\_\_\_\_ Phone No. \_\_\_\_\_
  2. Email : \_\_\_\_\_
  3. Father's Name( In Capital Letters) : \_\_\_\_\_
  4. Registration No. : \_\_\_\_\_
  5. Trade : \_\_\_\_\_
  6. Requirement (please mention clearly  
The information of Certificate required by you) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
  7. No Dues Certificate copy enclosed  
(for Character certificate/pass Certificate) : Yes/No \_\_\_\_\_
  8. Attested Copies of DMCs enclosed  
(for Transcript copies only) : Yes/No \_\_\_\_\_ No. of copies of Transcript Required \_\_\_\_\_
- Fees paid vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ for getting \_\_\_\_\_.

Dated: \_\_\_\_\_

Signature of the student

**For office use only**

The documents as requested above have been prepared and enclosed herewith. May please be issued to student after getting signatures of authorised Signatory.

Dealing Hand

Authorised Signatory

Issued vide Dispatch No. \_\_\_\_\_ Dated \_\_\_\_\_

Dispatcher

- Query will be replied/Certificate will be issued on the next day of the submission of the application between 2.30p.m to 4.30p.m. (In case of students of pass out batches best effort will be made to dispose the application on the same day)
- Transcript will be issued after one week of the submission of the application.
- Documents will be issued to the concerned on production of Identity card.
- **Duplicate I/Card/Certificates will be issued on production of FIR**

### Fees

- Fees for Migration Certificate, Regular Student Certificate, Duplicate Identity Card and any other certificate will be Rs.100/-.
- Fee for duplicate DMCs (One or More) will be Rs.200/-.
- Fee for Duplicate final Certificate will be Rs. 200/-
- Fee for Transcript will be Rs.500/- for first copy and Rs.100/- for subsequent copies each