**Annexure – I**

**Application for Issue of Certified Official Documents**

**(Semester-wise Grade sheet/ Transcript/ Certificate, etc)**

|  |  |
| --- | --- |
| Applicant’s IIITG Roll No. |  |
| Applicant Name |  |
| Year of Passing |  |
| Date of Birth |  |
| Valid email id |  |
| Mobile/ contact no. |  |
| Father’s Name |  |
| Mother’s Name |  |
| **Category of documents required** (tick the relevant box)    **Certified Semester-wise Grade sheet**. No. of Grade sheets/ transcript required:  **Duplicate Degree Transcript** (If original is lost).  **Duplicate Degree Certificate** (If original is lost).  **Certified Degree Transcript** (If original is not lost).    **Certified Degree Certificate** (If original is not lost).  Any Other Document (please specify/ attach format):    ..……………………………………………………………………………………………………………… | |
| **Applicant’s Identity proof submitted**  Aadhar card PAN card Driving License Passport Voter ID | |
| **Whether the documents are to be sent by Email/ Courier:**  If by email, email id:  If by courier, Address: | |
| **Payment details:** Mention transaction reference no.:  **Also attach payment receipt** | |
| **In case the documents are collected by person other than the applicant** | |
| Name of the Person |  |
| Relationship with the applicant |  |
| Contact No |  |
| Email Id |  |
| **Copy of Authorized Person’s Identity proof attached** (the person has to produce the original at the time of collecting the document)  Aadhar card PAN card Driving License Passport Voter ID | |
| Signature of Applicant  Date: | Signature of person receiving the documents  Date: |