**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 ApplicantDate: | Signature of person receiving the documentsDate: |