



**BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN
(AUTONOMOUS)**

Deviyakurichi – 636112, Thalaivasal (Tk), Salem (Dt).

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FORM FOR ISSUANCE OF CERTIFICATES

1. Service Required (Tick (✓) the applicable option)

Duplicate Grade Sheet	
Correction in Grade Sheet	
Duplicate Consolidated Grade Statement	
Correction in Consolidated Grade Statement	
Transcript	
Medium of Instruction Certificate	
CGPA to Percentage Conversion Certificate	

2. Student Details

Name of the Student	
Register Number	
Date of Birth	
Programme & Branch	
Month & Year of Passing	
Regulations	

3. Contact Details

Mobile Number	
Email ID	
Communication Address	
Pincode	

4. Details of Request	
Lost Certificate	
Damaged Certificate	
Correction in Name	
Correction in Date of Birth	
Correction in Other Details	
Higher Studies	
Others (Specify)	

5. Fee Payment Details	
Amount Paid	
Transaction / DD Number	
Date	

Declaration			
I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that the college may reject the application, if any information provided is found to be incorrect or incomplete.			
Student Name		Place	
Student Signature		Date	

For Office use only			
Verified by		Student Name & Signature	
Approved by		Certificate No.	
Issued on		Received on	

Service	Documents to be Enclosed
Duplicate Grade Sheet	Application Form Copies of Semester Grade Sheets (if available) Fee Payment Receipt
Correction in Grade Sheet	Application Form Original Grade Sheet Supporting Proof for Correction (SSLC / HSC / Aadhaar / Birth Certificate) Fee Payment Receipt
Duplicate Consolidated Grade Statement	Application Form Copy of Consolidated Grade Statement (if available) Fee Payment Receipt
Correction in Consolidated Grade Statement	Application Form Original Consolidated Grade Statement Supporting Proof for Correction (SSLC / HSC / Aadhaar / Birth Certificate) Fee Payment Receipt
Transcript	Application Form Copies of Semester Grade Sheets Copy of Consolidated Grade Statement Copy of Provisional / Degree Certificate Passport Copy (if applicable) Fee Payment Receipt
Medium of Instruction Certificate	Application Form Fee Payment Receipt
CGPA to Percentage Conversion Certificate	Application Form Copy of Consolidated Grade Statement Fee Payment Receipt