TEZPUR UNIVERSITY
APPLICATION FOR COURSE COMPLETION CERTIFICATE

Attach photocopy of the Grade Cards of the concerned examinations

1. Name in Full (Block letters)   : _____
2. Programme completed   : _____
3. Department   : _____
4. Roll No / Enrolment No   : _____
5. Details of the previous Semesters complete:

Sem.	Sem. Type (Autumn/ Spring)	Year of Passing	Credits Completed	CGPA	Sem.	Sem. Type (Autumn/ Spring)	Year of Passing	Credits Completed	CGPA
1st					7th				
2nd					8th				
3rd					9th				
4th					10th				
5th					11th				
6th					12th				

6. Total credits completed   :
7. Whether awarded any E and F Grade(s) in any previous examination : Yes / No
   If yes   i. In which course(s): Course Code _____ Course Title _____
            ii. In which semester these grades are converted to the higher grades: _____
            iii. Grade awarded after conversion   : _____
8. Whether put on academic probation   : Yes /No
   If yes   i. In which course(s): Course Code _____ Course Title _____
            ii. When did you clear the academic probation : _____
            iii. Grade awarded after clearance of academic probation   : _____

   I, _____ declare that the above particulars are true to the best of my knowledge and belief. If found otherwise, I shall be liable to any action.

Full signature of the candidate

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT / CENTRE

   Certified that Mr./Ms. _____ with Roll No./Enrolment No. _____ was a student of the Dept./Centre and passed _____ examination with CGPA _____ and completed the credits requirements (Credit required _____) for award of degree / diploma / certificate

   Certificate may be issued to Mr./ Ms _____

Head, Dept./ Centre _____

ORDER NOTES & ORDERS

| Certificate signed | Certificate may be Signed & issued | Checked certificate may be prepared | Examination record Verified and found correct |

Controller of Examinations   J.R. / A.R. (Academic)   Section Officer (Academic)   Dealing Assistant