

BONAFIDE CERTIFICATE REQUISITION LETTER

Date :

From

Name :

Roll No :

Branch :

Department :

Mobile No :

To

The Dean

University College of Engineering Villupuram

Kakuppam, Villupuram – 605103.

(Through the Head of the Department)

Sir / Madam,

Sub : UCEV – Bonafide Certificate - _____ - requested – Reg.

I am studying _____ degree programme, _____ semester, _____ (Branch),
_____ (Department) in UCEV. I request you to kindly issue to me a bonafide certificate for the purpose of

- Bank loan Fees receipt copy (Only one time issue) – To enclose
- Passport Passport Size Photo – To enclose
- Renewal of Passport Passport copy – To enclose
- VISA Proof of purpose – To enclose
- Income Tax** _____ (Parent name, designation and working place)
- with fees receipt enclose
- Scholarship / Award specify, _____ (Proof enclosed)
- Others specify, _____ (Proof enclosed)

*II Semester onwards student bonafide may be obtained from KDC online website using by student login ID.

*Not eligible for Post Matric Scholarship Students (PMSS)

** Not eligible for SC/ST/SCA and Differently Abled (DA) students.

Thanking you,

Yours obediently,

(Signature of the Student)

Office Use only

May be issued

% of Attendance

Class Advisor
(With Seal)

Forwarded and recommended
Head of the Department
(With Seal)

DEAN
UCEV.