APPLICATION FOR DUPLICATE MARKSHEET/CERTIFICATE/TRANSCRIPT/VERIFICATION/BONAFIDE CERTIFICATE/ LANGUAGE CERTIFICATE/CGPA CERTIFICATE/MODE OF STUDY CERTIFICATE/APPEARANCE CERTIFICATE/EQUIVALENCE CERTIFICATE

The Director (EEA)
The Institution of Engineers (India)
8 Gokhale Road
Kolkata 700020

For Office Use only

Dear Sir,
I require the following as ticked (√) in appropriate box:

Tick (√)	Item (Per Copy)	Nepal/India (Rs)	Foreign (US $)	Documents required to be Enclosed
	Duplicate Grade Card (Current)	100	5	Copy of FIR/GD (for pass marksheets only)
	Duplicate Grade Card (Previous session)	300	10	Copy of FIR/GD (for pass marksheets only)
	Duplicate Marksheet (over 20 years old)	2000	100	Copy of FIR/GD
	Duplicate Combined Certificate	1000	50	Copy of FIR/GD
	Duplicate Combined Certificate (over 20 years old)	2000	100	Copy of FIR/GD
	No Objection Certificate	1000	40	
	Appearance Certificate	500	20	
	Transcript for Sections A and B*	1000	50	
	Transcript for Sections A and B (over 20 years old)*	2000	100	
	Equivalence/Bonafide Certificate	500	20	
	CGPA Conversion to percentage of Marks/ Division Certificate	500	40	
	Verification of Qualification **	2000	50	
	Language Certificate	500	20	
	Certificate for Mode of Study	500	20	

My particulars are given below:

Membership Grade and Number:

NAME (in capital letters):

ADDRESS (in capital letters):

P I N

ADDRESS where documents : are to be delivered

P I N

Mobile No:_____ Email: _____

Passed Section A in Summer/Winter_____with Roll No._____Or Exempted from Section A having passed_____Examination from_____in the year_____(copy of the documents enclosed)

Passed Section B in Summer/Winter _____with Roll No._____ and Membership No._____in_____Branch

A Demand Draft No._____dated_____for Rs/US$_____ in favour of The Institution of Engineers (India) payable at Kolkata is enclosed along with the above documents.

_____
Full Signature of the Candidate with Date

1. All payments must be made by Demand Draft drawn in favour of "The Institution of Engineers (India)" payable at Kolkata Candidate's name and membership number are to be written on reverse of demand draft.
2. The Official Transcript will be sent directly to the concerned university/institution/college.
***** The name and address of the concerned university/institution/college along with photocopies of pass grade card of Sections A & B Examinations and For Office use combined certificate of passing Sections A & B Examinations
****** The Application should be received from the concerned authority enclosing photocopies pass grade card of Sections A & B Examinations and combined certificate of passing Sections A & B Examinations.
Form No. EXAM/03. Rev 05/02052019