



Shakuntala Krishana Institute Of Technology (KD64)

Bahabalpur, Sikandra, Kanpur (D)-209310

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APPLICATION FOR ISSUE OF GRADE SHEET OF SEMESTER/.....Year

From,

Student full Name : _____

S/O/- D/O _____

Course : _____ Year _____ Semester _____

Session. : _____ Roll No. _____

MOB. No. : _____

Date :- _____ Place _____

To,

The Principal / Registrar
Shakuntala Krishana Institute Of Technology
Near Sengur River Bridge, Bahabalpur, Sikandra,
Uttar Pradesh – 209310.

Subject: Application for issue Grade Sheet ofsemester /year.

Respected Sir,

With due respect, I beg to state that I _____, a bonafide student of SKIT Campus Bahabalpur, Kanpur (D) _____. Course roll no._____, batch 20.....-20..... I have successfully completed my BBA/BCAyear / Degree in June -202....., but my Grade sheet ofsemester/.....year has not been issued so far by the University. I therefore request you to kindly issue mysemester/.....year mark sheet as early as possible.

..... Signature of the Candidate

Name : Roll No.:..... Enroll No.:.....

Course : Year..... Contact No.:..... Date :.....

Enclosure : Admit card Photocopy
Adhar Card Photocopy
Xerox of Grade Sheet (1 st to 7th semester)

Office Use Only Record Verified BY

.....
Account section

.....
Head Of Department

.....
Registrar

Approved By
(Registrar/Director)

Date: / /20