



# BALA G COMPUTER INSTITUTE & TRAINING CENTER

S-11, GF, Hayat Market, Oppt. Rana Sariya Wala, Sec 01, Jalpura, Gr. Noida,  
G. B. Nagar, U. P 201306

Mob: +91-8510909006 | Mail-Id: bgcitic@gmail.com | Visit us: www.bgcitic.in

## CERTIFICATE REQUEST FORM

Request No.: \_\_\_\_\_  
Date: \_\_\_\_\_

### 1. Certificate Request Details

Request Type:  Course Completion Certificate  Duplicate Certificate  Name Correction  
 Date / Detail Correction  Marksheet / Result Copy  Internship / Training Certificate

Purpose / Reason for Request: \_\_\_\_\_

### 2. Student / Candidate Details

Student's Full Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Father / Guardian Name: \_\_\_\_\_ WhatsApp No.: \_\_\_\_\_

Email ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  M  F

Aadhaar / ID No.: \_\_\_\_\_ Admission / Roll No.: \_\_\_\_\_

Full Address: \_\_\_\_\_

City / Area: \_\_\_\_\_ District: \_\_\_\_\_ Pin Code: \_\_\_\_\_

### 3. Course & Admission Details

Course Name: \_\_\_\_\_ Batch / Roll No.: \_\_\_\_\_

Admission Date: \_\_\_\_\_ Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Trainer / Faculty Name: \_\_\_\_\_ Total Duration: \_\_\_\_\_

Course Status:  Completed  Running  Pending Fee / Document  Other

### 4. Correction / Duplicate Certificate Information

Fill this section only if you are requesting a duplicate certificate or correction in certificate details.

Incorrect / Old Detail: \_\_\_\_\_

Correct / New Detail: \_\_\_\_\_

Reason for Duplicate / Correction: \_\_\_\_\_

Supporting Document Details: \_\_\_\_\_



# BALA G COMPUTER INSTITUTE & TRAINING CENTER

S-11, GF, Hayat Market, Oppt. Rana Sariya Wala, Sec 01, Jalpura, Gr. Noida,  
G. B. Nagar, U. P 201306

Mob: +91-8510909006 | Mail-Id: bgcitic@gmail.com | Visit us: www.bgcitic.in

## CERTIFICATE REQUEST FORM

Request No.: \_\_\_\_\_

Date: \_\_\_\_\_

### 5. Required Documents & Payment Details

**Documents Attached:**  Aadhaar / ID Proof  Fee Receipt  Old Certificate  Photo  
 Application / Request Letter  Other Supporting Document

**Certificate Fee:** \_\_\_\_\_ **Receipt No.:** \_\_\_\_\_ **Payment Mode:** \_\_\_\_\_

**Delivery Preference:**  Collect from Office  WhatsApp / Email Copy  Courier / Other

### 6. Student Declaration

I confirm that the information given in this certificate request form is true and correct. I understand that certificate issuance will be subject to verification of my admission record, fee status, course completion/attendance and submitted documents. I also understand that duplicate certificate/correction request may require additional verification and applicable fee.

**Student Signature:** \_\_\_\_\_ **Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 7. For Office Use Only - Verification & Approval

**Student Record Verified By:** \_\_\_\_\_ **Verification Date:** \_\_\_\_\_

**Verification Status:**  Eligible  Pending Fee  Pending Documents  Not Eligible

**Certificate No.:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_ **Issued By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Certificate Collected By:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

#### Note for staff:

Verify student admission record, course completion, fee clearance and documents before issuing any certificate or duplicate copy. Update the certificate register after approval and issue.