

BONAFIDE CERTIFICATE REQUISITION LETTER

Date :

From

To

The Dean
College of Engineering, Guindy
Anna University, Chennai – 600 025.

Through the Head of the Department

Sir / Madam,

Sub: CEG – Bonafide Certificate – _____ - requested – reg.

I am studying _____ degree programme, _____ semester, _____
(Branch), _____ (Department) in CEG Campus. 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 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

**Class Advisor
(with Seal)**

Forwarded and recommended
**Head of the Department
(with Seal)**

**Deputy Registrar
CEGC**