



NARULA INSTITUTE OF TECHNOLOGY
81, NILGUNJ ROAD, AGARPARA, KOLKATA – 700 109

Form of Authorization for collecting Grade Card/Certificate

To,
The Controller of Examination

Subject: Request to permit my Guardian/Representative to collect my Grade Card/ Certificate on my behalf.

Sir/Madam,

I, _____ [name of the student], authorize _____ [name of collector] who is the bearer of this letter to collect my original Grade Card/ Certificate on my behalf. The particulars are given below:

1. University Roll number: _____
2. Registration Number: _____
3. Degree: _____ 4. Stream: _____
5. Required document: Grade Card: Certificate:
6. Year of passing (if Certificate require): _____
7. Grade card required for the semester: _____
8. Month and Year of appearing in the semester mentioned in sl. 7: _____
9. Year of Admission: _____

My ID card has been given to the mentioned person for collection of the Grade Card/ Certificate. I request you to do the needful.

Encl: Self attested copies of ID of the student and the Guardian/Representative.

Yours Faithfully

(Signature of Guardian/Representative)

(Signature of the Student)

Grade Card/ Certificate will not be handed over with just the authorization letter By Order. It is a must for the Guardian/Representative to produce an ID of the student and the collector.