



ST. MARY'S CENTENARY DEGREE COLLEGE
ST. FRANCIS STREET, SECUNDERABAD.

Affiliated to Osmania University, Recognized by UGC U/S 2(F)

**REQUEST LETTER FROM THE STUDENT FOR OBTAINING CONSOLIDATED
MARKS MEMO AND PROVISIONAL CERTIFICATE**

To be filled by the Student:

1.	Name of the Student	
2	Programme	
3	Registration Number	
4	Year and Month of Passing final examination	
5	Mobile Number	
6	Personal Mail ID:	

Signature of the Student

To be filled by HOD:

1	Does the Student want to pursue higher education If Yes, the following documents to be collected a. Rank Card (IELTS/TOEFL/CAT/MAT/ICET/Others) b. Admission details (supporting documents)	Yes () No ()
2	Does the student obtained placement Does yes, Offer letter to be collected	Yes () No() On-campus() Off-Campus()

Signature of the HOD

To be filled by the Office:

Received the following:

1. The student has no fees or other dues
2. Identity Card / Affidavit
3. Received an amount of Rs.300 (Rupees three hundred only) towards issuing TC

Signature of the Office Assistant

(PTO)

Issued the following certificates

1	
2	
3	
4	
5	

The received the above mentioned Certificates on _____.

Signature of the Student

Signature of the Issuer of above Certificates