



भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR  
(An Institute of National Importance by Act of Parliament, Government of India)  
Mantripukhri, Imphal – 795002, Manipur, India. [www.iiitmanipur.ac.in](http://www.iiitmanipur.ac.in)

To,  
Head of Section, Academic  
IIIT Senapati, Manipur

Subject: Request for Issuance and Postal Delivery of Certificate(s).

Respective Sir/ Madam,

I Mr./Ms. .... SO/DO of  
..... bearing Institute roll no. ....  
would like to request you to issue the following Certificate(s);

1. .... @.....
2. .... @.....
3. .... @.....
4. .... @.....

The certificate(s) will be collected from the Institute ( )/send it by Indian speed post ( ) to my present address as under (please tick):

Name:	
Address:	
District:	State:
Pin Code:	Mobile Number:

I hereby declare that the information given here is true to the best of my knowledge and belief. I agree and will be responsible for any delay /misplacement /loss of my degree certificate due to postal despatch if any.

I paid an amount of Rs ..... & Postal service charge (*optional*) of .....  
**Total amount** Rs ..... through bank transfer vide transaction ID:.....Date of Payment: .....

Date:

Signature of the Candidate

Name: