

# KENT INSTITUTE OF HIGHER EDUCATION

## Degree/DMC Requisition Form

Application for Course (MBA/MCA/M.Sc./APGDCA/BBA/BCA/ B.Ed./ M.Tech. or other)  
(Strikeout whichever is not applicable)

### INSTRUCTIONS TO THE CANDIDATES

01. Please enter clearly in BLOCK LETTERS in the place provided, the correct Postal Address to which Degree Certificate and communication, if any, is to be sent.
02. You are required to furnish complete information in the form, and then affix self attested a stamp size colour photograph, two photos (without self attested) may be enclosed with the Application.
03. Self attested Xerox copies of Marks Cards of all the years / semesters shall be invariable enclosed.
04. If the Degree Certificate is to be sent outside India, an additional fee of Rs. 200.00 towards Postal Expenses is to be remitted along with the prescribed fee.
05. Incomplete Applications are liable to be rejected without assigning any reason. REFUND OF AMOUNT IS NOT PERMISSIBLE UNDER ANY CIRCUMSTANCES.
06. The candidate shall sign in all the places where he / she are required to sign.

**Note: - Candidates are requested to read the INSRUCTIONS printed overleaf before filling this application.**

**(Put a (√) against the column which ever is applicable)**

Enrollment No. ....

Roll no .....

<b>Through Registered Post / Speed Post / Courier</b>		<b>By Hand (Through other person)</b>	
<b>Name of Course</b>		<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
<b>Name of the Candidate in full (in Block Letters) As per Final Year Marks Card (First Name, to followed by initials)</b>		<b>Sh. / Smt.</b>	
<b>Permanent Postal Address (in Block Letters )</b>		_____	
		_____	
		<b>Pin code</b>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>

### Fee Details

<b>By Hand (through other person)</b>	<b>100/-</b>
<b>In Absentia</b>	<b>200/-</b>
<b>Search Fee per year of delay</b>	<b>200/-</b>

**NOTE: Please write your Challan / DD No. and date. Payment made be through DD / Chqueue / Cash will be in favor of “Kent Institute of Higher Education” Ghaziabad.**

Want to receive Degree/DMC through: In person /Regd. Post / Courier/ other

Affix Self  
Attested  
Photograph

DD / Receipt No. .... Rs. .... Date. ....

DD Bank: .....

Date: ..... Place: .....

(Signature of the Candidate)

Please write below your communication postal address legibly.

To,  
Sh./ Smt. ....  
.....  
.....  
.....  
.....  
..... Pin Code 

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To,  
Sh./ Smt. ....  
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.....  
..... Pin Code 

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Details of final Year Examination Final Passed ( Xeroxed copy of Final Year Class Declared Marks Card should be enclosed ) ( Consolidated Marks Card should not be enclosed )	Year Examination		Class obtained	
	Reg. No.		Month	Year

**DECLARATION**

I hereby solemnly declare and promise that I shall, to the utmost of my capacity and opportunity, support the cause of morality and sound learning, and that, as far as in me lies, I shall uphold and advance the social order and the well being of my fellowmen.

I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of Degree, that I shall, on all occasions, maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.

Place : .....

Date : .....

**Signature of the Candidate**

<b>Office Use Only</b>		
<b>Registration No. :</b>		<b>Roll No. :</b>
<b>ELIGIBILITY LIST</b>		
<b>Degree/DMC No. :</b>	<b>Sl. No. :</b>	<b>Issued Date :</b>
		<b>Remark:</b>
<b>Dispatch Details :</b>		

Certified that the above Candidate was student of this Institute from ..... to ..... and he/she has passed.....Examination in the year .....

**Signature of the Officer**

**Book Post / Courier / Regd. Post / Speed Post**

<b>To,</b> <b>Sh. / Smt.</b> _____ _____ _____ _____ <div style="text-align: right; margin-top: 10px;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </div>							

From  
 Head of Study Centre  
 KENT INSTITUTE OF HIGHER EDUCATION  
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 Ghaziabad, Uttar Pradesh-201001  
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[www.kent.edu.in](http://www.kent.edu.in)