Application for Issue of Character Certificate

To,
The Campus Chief,
Patan College for Professional Studies,
Kupandole, Lalitpur

Subject : Request for Issue of Character Certificate

Dear Sir,
Please issue the character certificate as per the following details :

[USE BLOCK LETTERS]

Name of Student : _____   Date of Birth : _____

Father's Name : _____   Phone Number : _____

Email Address : _____

Admission Session : _____   Course : _____

University Roll No : _____   Completed On (Year/Month) : _____

Grade : _____

Date : _____

Place : _____   _____
Signature of Student

Encl :
1. Photocopy of Transcript, Award Certificate
2. Photocopy of University ID Card

For Campus Use Only

Account Clearance By : _____   Signature : _____

Accepted By : _____   Signature : _____

Submitted On : _____

Certificate Issue Details :

Certificate No : _____   Issued On : _____

Received By : _____   Receiver Signature : _____

Note:
1. Character certificate will be issued after 1 week of submission.
2. It is mandatory to enclose the documents mentioned above in enclosure.
3. Date of birth mentioned in the University ID Card will be considered as the correct date of birth.
4. Two recent PP Sized photographs of the student required.