

## BONAFIDE CERTIFICATE REQUISITION LETTER

Date :

From

Name :

Roll No :

Branch :

Department :

Mobile No :

To

The Dean

University College of Engineering Villupuram

Kakuppam, Villupuram – 605103.

(Through the Head of the Department)

Sir / Madam,

Sub : UCEV – Bonafide Certificate - \_\_\_\_\_ - requested – Reg.

\*\*\*\*\*

I am studying \_\_\_\_\_ degree programme, \_\_\_\_\_ semester, \_\_\_\_\_ (Branch),  
\_\_\_\_\_ (Department) in UCEV. I request you to kindly issue to me a bonafide  
certificate for the purpose of

- Bank loan                      Fees receipt copy (Only one time issue) – To enclose
- Passport                      Passport Size Photo – To enclose
- Renewal of Passport      Passport copy – To enclose
- VISA                              Proof of purpose – To enclose
- Income Tax\*\*                \_\_\_\_\_ (Parent name, designation and working place)
- with fees receipt enclose
- Scholarship / Award      specify, \_\_\_\_\_ (Proof enclosed)
- Others                          specify, \_\_\_\_\_ (Proof enclosed)

\*II Semester onwards student bonafide may be obtained from KDC online website using by student login ID.

\*Not eligible for Post Matric Scholarship Students (PMSS)

\*\* Not eligible for SC/ST/SCA and Differently Abled (DA) students.

Thanking you,

Yours obediently,

(Signature of the Student)

Office Use only

May be issued

% of Attendance

Class Advisor  
(With Seal)

Forwarded and recommended  
Head of the Department  
(With Seal)

DEAN  
UCEV.