

**APPLICATION FOR DUPLICATE MARKSHEET/CERTIFICATE/TRANSCRIPT/VERIFICATION/BONAFIDE CERTIFICATE/ LANGUAGE  
CERTIFICATE/CGPA CERTIFICATE/MODE OF STUDY CERTIFICATE/APPEARANCE CERTIFICATE/EQUIVALENCE CERTIFICATE**

The Director (EEA)  
The Institution of Engineers (India)  
8 Gokhale Road  
Kolkata 700020

For Office use

Dear Sir,

I require the following as ticked (✓) in appropriate box:

Item (Per Copy)	Inland (Nepal and  India),	Foreign (including postage by Air Mail), US\$	Documents required to be Enclosed
Duplicate Grade Card (Current)	50	5	Copy of FIR/GD (for pass marksheets only)
Duplicate Grade Card (Previous session)	125	10	Copy of FIR/GD (for pass marksheets only)
Duplicate Marksheet (over 20 years old)	1025	100	Copy of FIR/GD
Duplicate Combined Certificate	525	50	Copy of FIR/GD
Duplicate Combined Certificate (over 20 years old)	1025	100	Copy of FIR/GD
No Objection Certificate	500	40	
Appearance Certificate	225	20	
Transcript for Sections A and B*	525	50	
Transcript for Sections A and B (over 20 years old)*	1025	100	
Equivalence/Bonafide Certificate	225	20	
CGPA Conversion/Award of percentage of Marks/ Division Certificate	500	40	
Verification of Qualification **	600	50	
Language Certificate	225	20	
Certificate for Mode of Study	225	20	

**My particulars are given below:**

NAME (in capital letters)

ADDRESS (in capital letters) 



  
PIN

MOBILE NO.: 



 E-mail: \_\_\_\_\_

MEMBERSHIP GRADE AND NO. 



 -

Passed Section A in Summer/Winter \_\_\_\_\_ with Roll No. \_\_\_\_\_  
 OR  
 Exempted from Section A having passed \_\_\_\_\_ Examination from  
 \_\_\_\_\_ in the year \_\_\_\_\_ (copy of the documents enclosed)

Passed Section B in Summer/Winter \_\_\_\_\_ with Roll No. \_\_\_\_\_ and Membership No. \_\_\_\_\_  
 in \_\_\_\_\_ Branch

A Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ /US\$ \_\_\_\_\_ is enclosed along with the above documents

\_\_\_\_\_  
Full Signature of the Candidate with Date

- Note:
1. All payments must be made by Demand Draft drawn in favour of "The Institution of Engineers (India)" payable at Kolkata Candidate's name and membership number are to be written on reverse of demand draft.
  2. The Official Transcript will be sent directly to the concerned university/institution/college.

\* The name and address of the concerned university/institution/college along with photocopies of pass grade card of Sections A & B Examinations and

combined certificate of passing Sections A & B Examinations

\*\* The Application should be received from the concerned authority enclosing photocopies pass grade card of Sections A & B Examinations and combined certificate of passing Sections A & B Examinations.