



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.