

National Institute of Technical Education & Research (NITER)

(An Autonomous Vocational & Skill Development Institute)

Registered under Society Registration Act 21 of 1860, NCT of Delhi



COURSE COMPLETION CERTIFICATE REQUEST FORM

((For Issue of Course Completion Certificate))

1. STUDENT DETAILS

- Student Name (Block Letters): _____
- Father's / Husband Name: _____
- Mother Name: _____
- Date of Birth (DD/MM/YYYY): _____
- Gender: Male Female Other
- Category: General SC ST OBC Handicap

2. COURSE & ACADEMIC DETAILS

- Course Name: _____
- Course Category: _____
- School Name: _____
- Duration of Course: _____
- Mode of Study: Regular Distance Online
- Session / Batch: _____
- Enrollment Number: _____
- Registration Number (if applicable): _____

• Year of Admission: _____

• Year of Completion: _____

3. EXAMINATION & TRAINING STATUS

All theory examinations passed

All practical and viva examinations passed

Internship / Practical training completed (If applicable)

4. PURPOSE OF CERTIFICATE

Self Employment

Skill Practice

Business / Private Practice

Personal Record

Other (Specify): _____

5. FEE DETAILS

• Certificate Fee Amount: Rs. _____

• Payment Mode: Online Cash DD

• Transaction ID / DD No: _____

• Date of Payment: _____



6. DOCUMENTS ATTACHED

- Final Marksheet Copy
 - Practical / Internship Completion Certificate (If applicable)
 - ID Proof
 - Fee Receipt
 - No Dues Certificate from Study Centre
 - Any Other Supporting Document: _____
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7. STUDENT DECLARATION

I hereby declare that I have successfully completed all academic, practical and training requirements of the above mentioned course as per the norms of the National Institute of Technical Education & Research (NITER).

I clearly understand that the Course Completion Certificate is issued for **self employment, skill development, business and professional practice purposes only**, and not for Government or Semi Government employment.

- Student Signature: _____
 - Date: _____
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8. RECOMMENDATION BY STUDY CENTRE

Certified that the above named student has completed all course requirements and has **no pending academic, administrative or financial dues** with the study centre.

- Study Centre Name:
- Authorized Signatory Name:
- Signature & Seal of Study Centre:
- Date:

9. FOR OFFICE USE ONLY (NITER)

- Application Received On: _____
- Verified By: _____
- Status: Approved Rejected Pending
- Certificate Issue Date:
- Certificate Number:
- Dispatch Mode: By Post By Hand Other _____

Signature of Academic / Examination Department

IMPORTANT INSTRUCTIONS

- Certificate will be issued only after complete verification of records.
 - Incomplete or incorrect applications will not be processed.
 - Processing time shall be as per institute norms and policies.
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NITER – Academic & Examination Department

Website: www.niter.in

Helpline: 78726 78726

