



**ST. TERESA'S COLLEGE (AUTONOMOUS),
ERNAKULAM**

APPLICATION FOR SEMESTER WISE GRADE CARD

To be filled by the Candidate	INDIAN BANK: Branch: Amount Paid Rs.: Date of Payment: Pay-in-Slip No.:	
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1.	Name of the Applicant	
2.	Present Address with Mobile No. and E - mail ID, if any.	
3.	Date of Birth	
4.	Details of course studied	
5.	Reg. No. and Period of Study	
6.	Details of Semester wise Grade Card Required	
7.	Mention whether any improvement or supplementary within the course	
8.	Purpose for which the Semester Grade Cards are obtained	
9.	Whether Course completed or not	Yes / No
10.	Whether applied for Revaluation / Scrutiny	Yes / No
11.	Whether results of any Re-appearance Exam (Supplementary / Improvement) are pending	Yes / No

DECLARATION

I hereby state that

1. I am the bonafide student and applicant
2. I have not applied for the above services previously.
3. I understand that if any discrepancy is found on verification, my application shall be rejected.
4. All information furnished above are correct.

Place:

Date:

Signature:

Name of the Applicant:

INSTRUCTION TO THE CANDIDATES

1. The application for Semester wise Grade Cards shall be in the prescribed form itself.
2. The self attested copies of SSLC / CBSE and the copy of Original A3 Mark Card in the case of course completed candidates and the Soft copies of Grade Cards in the case of ongoing students shall be attached with the application. These copies shall be readable and very clear.
3. The fee for One Grade Card is Rs.250/-.
Search fee as shown below:
 - Within one year of publication of result – Nil
 - After one year of publication of result but before 5 years – Rs.55/-
 - After 5 year of publication of result, but before 10 years – 105/-
 - After 10 year of publication of result – Rs.265/-
4. The original challan receipt / Pay-in-slip of the required fee remitted at the INDIAN BANK, A / c No. 6931875449, St. Teresa's Educational and Charitable Trust, Payable at Shanmugham Road Branch, Ernakulam (IFSC: IDIB000E007) should be attached with the application form.
5. Fees once remitted shall not be refunded.
6. Semester wise Grade Card will be issued only once.
7. The Semester Grade Cards can be obtained by the candidate directly from the college. If required by Registered post the candidate has to provide self - addressed duly stamped cover along with the application form.