



শেহুৰলৈন অ'ই তেহৰ ল'শুনাভৰণী কৰুশুনাভ, শহুৰীশুৰ
COUNCIL OF HIGHER SECONDARY EDUCATION, MANIPUR
Babupara, Imphal – 795001

GENERAL APPLICATION FORM

APPLICATION FOR:

- 1. Name in full :
(in block letters)
- 2. Mother's Name in full
- 3. Father's Name in full

Name of Examination	Year	Roll No.	Registration No. & Year	Name of the Institution	Arts/Sc/Com/Voc.	Result/Division	Regular/Casual/Private

- 4. Home Address
P.O..... P.S..... District.....
- 5. Purpose of which the document is necessary
- 6. What happen to the original document ? (for duplicate copy).....
.....
- 7. Name of the institution and University in which he/she is admitted (for Migration Certificate only)
.....
- 8. Mode of payment i.e. Cash only..... Receipt No.....
Date..... Amount.....

Date.....

Signature of the Candidate

Forwarded and recommended for issue of the above document which may be delivered to the person whose specimen signatures are attested below:

- 1.
- 2.
- 3.

Date:

*Signature of the Head
of the institution with seal*

(FOR OFFICE USE ONLY)

Particulars verified and found correct

Date

Dealing Assistant

DOCUMENTS TO BE ENCLOSED:

1. **FOR ORIGINAL / PROVISIONAL CERTIFICATE:**

Attested Photostat copies each of **Admission Card** and **Marks Sheet**.

2. **FOR MIGRATION CERTIFICATE:**

Original Registration Certificate, Photostat copies each of **Admission Card, Marks Sheet** of Class XI/Higher Secondary Examination (whichever is applicable)

3. **FOR DUPLICATE/TRIPPLICATE MARK SHEET OR CERTIFICATE:**

- (a) An affidavit sworn before a 1st Class Magistrate by the candidate/parents/guardian.
- (b) A copy of the insertion in the Local Newspaper either in English or Manipuri for the lost/damaged of the document(s) to testify the loss or damage of the Original one.
- (c) Police report.

For Duplicate Registration Certificate or Admission Card only the enclosure (b) is necessary.

- N.B.**
- 1. ***All the documents are to be attested by a gazetted officer.***
 - 2. ***Separate application forms are to be submitted for different documents/certificates.***
 - 3. ***Incomplete application form and without required fees, documents shall not be entertained.***
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