

TECHGENIUS INSTITUTE

OF COMPUTER EDUCATION AND TECHNOLOGY

APPLICATION FOR REISSUE OF CERTIFICATE & MARKSHEET

Important Instructions: Please fill out this form entirely in BLOCK LETTERS. Ensure all details exactly match your original registration records. A non-refundable processing fee is applicable.

1. STUDENT & ACADEMIC DETAILS

Centre Name	
Centre Code	
Name of Student	
Roll No.	
Certificate No. (Old)	(Leave blank if unknown)
Marksheet No. (Old)	(Leave blank if unknown)

2. DOCUMENT REQUESTED & REASON

☐ Reissue Certificate Only ☐ Reissue Marksheet Only ☐ Reissue Both

Reason for Reissue Request:

☐ Lost / Misplaced ☐ Damaged / Torn ☐ Name Correction *

* Note: For name corrections, please attach a valid government-issued ID proof or supporting documentation.

3. FEES & PAYMENT DETAILS

Total Reissue Fee Due: ₹300

☐ Cash ☐ UPI / Online Payment ☐ Card Payment

Transaction ID / Ref No.	
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4. DECLARATION & AUTHORIZATION

I hereby declare that the facts and information stated in this application form are true, correct, and complete to the best of my knowledge and belief. I understand that the reissued academic credentials will strictly reflect the verified historical records maintained centrally by Techgenius Institute of Computer Education and Technology.

Signature of Student

Date (DD/MM/YYYY)

FOR OFFICE USE ONLY

Application Received By:

Payment Verified: ☐ Yes ☐ No

New Certificate No:

New Marksheet No:

Authorized Signatory & Seal