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How to write a letter to request study certificate

From, (Name), (Roll Number)Date: / / (Date)To,The Principal, (Name of the School), (Address of the School)Subject: Request for study certificateDear Sir/ Madam,With utmost respect, I would like to inform you that I am (name) and I am a pass-out student of (batch) of your reputed school i.e. (school name). My roll number is (roll number).Through this letter, I would like to state that I am in need of a study certificate as (I am looking forward to applying for admission in higher education/ I have to maintain personal records/ any other – Mention purpose).

Bonafide Certificate Sample for Student

From,  
Deepa S.  
B.Sc.(Final Year)  
The Boston College  
Guwahati

To,  
The Principal  
The Boston College  
Guwahati

Subject: Request for Bonafide Certificate

Respected Sir,

I, Deepa, the Daughter of Mr.Mahesh.S. studying Bachelor of Science in Maths at The Boston College need a bonafide certificate to apply for my passport.

So, I kindly request you to issue me a bonafide certificate.

Thanking you,

Yours Faithfully,  
S. Gokul Deepak

Date: 10th Feb 2020  
Place: Guwahati

I request you to kindly issue a study certificate in my name. I shall be highly obliged for your kind support.I believe you would consider this as a genuine request and issue the same at the earliest.

STUDY CERTIFICATE

(To be used on the school's official letterhead)

( Name of Education Institution )

( Address of the educational institution )

( Date )

This is to certify that Mr/ Ms ( ), son/ daughter of Mr/ Mrs ( ) with the enrollment number ( ) is a student of this institution from ( date ) to ( date ).

The curriculum followed by the student was ( CBSE/ ICSE/ State Board/ Others ). The student has secured ( percentage/ grade ) in their final exam during the year ( ).The mother tongue of the student, as per the registration records of this institution is ( ).

Date:

Place:

Signature and seal of the issuing authority

I shall be highly obliged for your kind support.Thanking you, (Name), (Roll number)Incoming Search Terms:sample letter to the school Principal requesting for study certificatestudy certificate request letter to school Principal A study certificate is required to apply for higher studies and to get scholarships. To get your study certificate you need to write a request letter to your principal.

From

Mrs.V.Saraswathi M.A.M.Ed. ,  
207, Pathirakalliamman street,  
Thoothukudi – 628002.

To

The Principal,  
St.Thomas Matriculaion Hr.sec.school,  
Thoothukudi – 628002 .

Sub:

Requisition for School certificate of my son Master for taking legatee certificate.

Respected Sir,

My son Master **R. Arumugasamy** is studying 9<sup>th</sup> standard 'D' section in your esteemed institution. As his father was died recently, I want to take legatee Certificate for further benefits. For that I am in need of the school certificate with age proof from you. I request you kindly to give the School certificate with age proof as yearly as possible and it would be helpful for us.

Thanking you,

Yours faithfully  
V.saraswathi

Date : 11.08.2011.  
Place : Thoothukudi

Once you submit the request letter within 1 or 2 days you will get it. ToThe Principal,School Name,Address. Sub: Application for study certificate. Dear Sir/Madam, My name is [student name] and I completed my [class] in [school name]. I am writing this letter to apply for my study certificate, which I need to apply for higher studies. Therefore kindly issue my study certificate. I shall be thankful to you in this regard. Thanking you. Yours faithfully,Your name,Signature,Roll number.Class & Section. ToThe Principal,School Name,Address. FromYour name,Roll no.Class & Section,School name,Address. Sub: Study certificate request letter. Respected Sir/Madam, With due respect, I am writing this letter to apply for my study certificate. I need my study certificate to apply for the national/state scholarship, so kindly provide it as early as possible.

(Certificate to be submitted by candidates opting B.Sc.–IT and BBA Global IB courses)

(To be printed on School Letter Head)

English Medium Studying Certificate

This is certified that Mr./Ms. S/o/ D/o Sh./Smt. has been a bonafide student of this School from the year to year and studied in Class 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> in English Medium. (Please delete the class which is not applicable).

The above information is certified to be correct and authentic as per school record.

(Signature with Stamp)  
Principal / Headmaster

Name: \_\_\_\_\_

I shall be highly obliged to you in this matter. Thanking you. Sincerely,Your name.Signature. ToThe Principal,College Name,Address. Sub: Application for Study Certificate. Respected Sir/Madam, I am [your name] studying [course name] with roll no. ...., here I would like to request you to provide my study certificate which I need to apply for national scholarship/higher studies. I hope you consider my request. Thanking you. Sincerely,Your name.Signature. ToThe Principal,School name,Address. Sub: Request for study certificate. Respected Sir/Madam, I am [your name], student of class ... section .... And roll no. ... writing this letter to request my study certificate which I need to open a bank account. Therefore kindly issue me the study certificate. I shall be thankful to you. Yours Faithfully,Your name.Signature. ToThe Principal,School Name, Address. Sub: Application for Study Certificate. Respected Sir/Madam, My name is [parent name], my son/daughter named [student name] who belongs to class ... and roll no.... has completed his/her education in your school. And we need his/her study certificate to apply for higher studies. Therefore kindly issue his/her study certificate.Thanking you. Sincerely,Your name.Signature. Address the letter to your school principal (or) head master.Put a subject line as“Study Certificate Application” or “Request Letter for Study Certificate”.Now mention the reason for which you require a study certificate.Finally end the letter by saying thanking you. How many days will it take to get a study certificate? Schools will generally issue the study certificate within 1 or 2 days, in most cases, they will issue it on the same day of the request as per the availability of the administration staff. Do I need to submit any documents for my study certificate? There is no need to submit any documents, just write a request letter but make sure you have cleared all your pending fee dues. Which documents should I collect along with my study certificate after completing my schooling? You need to collect your Transfer certificate, marks list, character certificate along with your study certificate. Study Certificate Meaning in English: What is a Study Certificate? Why is it Required? A study certificate is an important document for students to procure after their primary/college education. This certificate has many applications – from being a prerequisite for pursuing higher education to being an evidential document for job applications in government and public sectors. However, some individuals may confuse a study certificate with a bonafide certificate – and both these certificates are NOT the same. In a nutshell, a study certificate certifies that a student has studied and cleared the examination held by that educational institution.

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REQUEST LETTER TO COLLEGE  
FOR STUDY CERTIFICATE

TO:  
THE PRINCIPAL,  
(COLLEGE NAME),  
(ADDRESS)

DATE: / / (DATE)

SUBJECT: REQUEST FOR STUDY CERTIFICATE

RESPECTED SIR/MADAM:

(NAME) AND I AM WRITING THIS LETTER TO REQUEST  
FOR A STUDY CERTIFICATE FOR MY NAME.

SAMPLE LETTER

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On the other hand, a bonafide certificate shows that the student is affiliated with a particular educational institution.Students can find more about certificates, explore the types used for academic purposes, professional purposes and more.Study Certificate OverviewNow that we have cleared the differences between the two, we shall explore how to write an application letter stating to issue such a certificate. We shall also explore the difference between school and college study certificates.

Furthermore, we shall also look at the KEA study certificate, an important prerequisite for students who wish to appear in a few common entrance tests in the state of Karnataka.Study Certificate Application FormThe application process for a study certificate is quite straightforward. The applicant has to approach their educational institution and fill an application form. They will also have to provide evidence to prove that they were students of that institute – such as ID cards, fee receipts, marks cards or other important documents. In most situations, the applicant may also be asked to write a letter requesting the same. We have provided an example of an application letter that can be used for your educational institution.Study Certificate Application Letter FormatTo, The HOD/ Principal/ Name of Educational InstitutionAddress of the Education InstitutionSubject: Application for Study CertificateRespected Sir/ MadamI am writing this letter to request you to issue a study certificate. I was a student of this institution since ( date ) and I havegraduated on ( date ),Course: ( ) Class: ( ) Registration Number: ( )I require a study certificate as it is a prerequisite for a government job that I am applying for. I have attached supporting documents, including my fee receipts and marks cards. I have also filled out the provided application form.

I kindly request you to issue my study certificate at the earliest.Yours Sincerely, ( Name )Date: Study Certificate FormatThe following are the different Study Certificate word formats used for study certificates. We shall explore them in detail. Moreover, please ensure that the study certificate is provided on the letterhead of the institution. If not, at least ensure that the respective seals or stamps are affixed on the certificate.Study Certificate Format for SchoolsSTUDY CERTIFICATE (To be used on the school's official letterhead)( Name of Education Institution ) ( Address of the educational institution )( Date )This is to certify that Mr/ Ms ( ), son/ daughter of Mr/ Mrs ( ) with the enrollment number ( ) is a student of this institution from ( date ) to ( date ).The curriculum followed by the student was ( CBSE/ ICSE/ State Board/ Others ). The student has secured ( percentage/ grade ) in their final exam during the year ( ). The mother tongue of the student, as per the registration records of this institution is ( ).Date: Place:Signature and seal of the issuing authorityStudy Certificate Format for CollegesSTUDY CERTIFICATE (To be used on the institution's official letterhead)( Name of Education Institution ) ( Address of the educational institution )( Date )This is to certify that Mr/ Ms ( ), son/ daughter of Mr/ Mrs ( ) with the enrollment number ( ) has completed the course ( course name ) and has cleared the subsequent examination held at the end of that course. Mr/ Ms ( ) had joined the course on ( date ) and finished the course on ( date ),Course Name: ( ) Specialization/ Subjects: ( ) Marks / Grade obtained: ( ) Year: ( )Additional Remarks:Date: Place:Signature and seal of the issuing authorityStudy Certificate Format for KEAIn the state of Karnataka, the KEA (Karnataka Examination Authority) has laid down specific criteria that must be met in order for the candidate to be eligible to appear for common state entrance exams across various streams such as engineering, medicine, management, and pharmacy.This criteria clearly states that the student must have completed at least 7 years of education in the state of Karnataka (class 1 to class 12) to be eligible for the state entrance exams. Hence, when procuring a study certificate from your educational institutions (for students who studied in Karnataka) do ensure that the duration of study is mentioned clearly in the certificate.We have also provided a format /template which can be adopted as per your requirements.STUDY CERTIFICATE (Students who studied in Karnataka) (To be used on the institution's official letterhead)( Name of Education Institution ) ( Address of the educational institution )This is to certify that Mr/ Ms ( ), son/ daughter of Mr/ Mrs ( ) with the enrollment number ( ) has studied in this institution from ( date ) to ( date ), totaling (x years) of education. The mother tongue of the student, as per the registration records with our institution is ( ).I declare that the above furnished details are true to the best of my knowledge.Date: Place:Signature and seal of the issuing authorityAlert!: As of 2020, please note that the students will have to get the study certificate countersigned and sealed by the Block Education Officer from the education department or the Deputy Director of Public Instruction. The certificate must also contain the attesting authority's full name, contact details and address. Without their seals and signatures, the certificate is invalid.

This initiative is enforced to prevent fraud.FAQs on Study CertificateQuestion 1. What is a study certificate?Answer: A study certificate is an important document for students to procure after their primary/college education. It certifies that a student has studied and cleared the examination held by that educational institution.Question 2. What are the uses of a study certificate?Answer: Study certificates are a prerequisite for pursuing higher education as well as for job applications in government and public sectors.Question 3. What are the supporting documents required for a study certificate?Answer: Supporting documents include marks cards, ID cards, and also fee receipts held by the students who studied in that particular educational institution.Question 4. What is the KEA Study certificate?Answer: It is only issued to students who have completed at least 7 years of education in Karnataka. This certificate is a prerequisite for students wishing to pursue higher education through various state entrance exams such as KCET, KMAT etc. Home School Letter to Principal for Study Certificate (6 Sample) Author - Nampui Lungthluka We've got the answer to your question about how to write a letter to the principal for a study certificate in this article.Study Certificates are a fundamental element of the process at every stage of your life, whether you are looking for a career, higher education, or anything else.As a result, knowing and obtaining the essential credentials is critical, as is keeping them in a convenient location.You don't want to shout around your room looking for different credentials, believe me.In reality, you could be perplexed because we get several credentials during our academic careers.A study certificate is required when applying for higher education or a position in the government or public sector or acquiring any documents.You can get the certificate by going to your local institution and filling out an application form. They may request certain papers, such as your ID card, mark sheets, fee receipts, and student information. You must also write a letter to the institution's president requesting a study certificate.The certificate will be provided when your application form has been processed.Please keep in mind that the certificate must be countersigned and sealed by the Block Education Officer.READ:— College Acceptance Letter Sample (Tips & Sample)Points to Include in a Letter of Study CertificateApplication Reason: Students should state clearly and honestly why they require a study certificate.Request for the issuance of a certificate of completion of studies: Apply for the certificate to the school principal or class teacher, explaining why it is essential to obtain the certificate.Documents for admission to additional institutes have been added: To gain admission, attach the relevant documentation asked by another school/institute.Dates on which certifications should be issued should be specific: To prevent any problems, students can also request a specific day or an early date.Let us look at some sample study certificate application letters now that students have a better understanding of what information should be included in the application letter. These letters can be used by students as needed. (Name of the College)Subject: Request for study certificateI'm Priyanka, and I'm writing to get a study certificate in my name.

In the year 2021, I completed college as a student in the Department of Commerce.I require a study certificate for the following reasons: (I want to apply for a job/ I need to keep track of my records/ any other – Mention reason). Please give me a certificate of completion in my name. Your generous assistance will be much appreciated.Along with this letter, I've included all required documentation.Thanking you, (Signature), (Name), (Roll number).The Headmaster/Principal,Subject: Requesting to issue study certificate from schoolWith all due humility and respect, I would like to mention that I am a class 7th student who has been studying here for the last 6 years since my first class began. I'd want to open a bank account for myself. Please provide me with a study certificate so that I can pursue my ambition.

Please call my parents at 9009790530 to inform them of the situation. I'll be eagerly anticipating your thoughtful response. I eagerly await your response.(Your Schooling Details).LEARN- Letter To Municipal Commissioner For Water Problem.Subject- Request Letter for study certificate for Scholarship.I would like to state, with the utmost respect and reverence, that I have been a student at this school for the past ten years. This school provided me with a wonderful experience and I learned a great deal. I require a study certificate because I intend to apply for a national scholarship. Please request that my study certificate be issued to me as soon as possible by the administration. For your favor, I will be eternally grateful. Your response will be eagerly awaited.READ• Letter to request a raise in salary.Name of Educational InstitutionAddress of the Education InstitutionSubject: Application for Study Certificate.This letter is to request that you grant a study certificate.

This university has been my home since (date) and I graduated this year.Registration Number: . I require a study certificate because it's a need for the Aadhar Card I'm looking for. My fee receipts and mark cards are among the supporting papers I've submitted. I've also completed the application form that was supplied. I respectfully urge that you issue my study certificate as soon as possible.LEARN- Shoplifting Apology Letter.Sample 5: Request letter for study certificate from school. (Name of the School)Subject: Issuance of study certificateWith great respect, my name is (Your Name), and I attended your distinguished school in class (Mention class), with admission/ roll number (Admission/ Roll number).I'm writing to ask you to please provide my study certificate, since I'll need it for (insert reason here: higher education/ additional studies/ employment requirements/ travel/ anything else). It was a wonderful experience learning from you and your school, and I guarantee you that the ideals and manners I learned here will be with me forever. I feel honored to be a student at this institution.Please take action as soon as possible. I'd be grateful if you could help me out. (Roll Number).READ• Letter to Municipal Commissioner for Road Repair.Date: 10th September 2022.Subject, Application for study certificate.Respectfully, I am submitting this application on behalf of my daughter (insert kid name) who is a student at your school in class 5th and has the roll number (enter roll number). She has completed her studies at your institution.Therefore, my only request from you is to please consider my prayer and issue the school transfer certificate for my child.Your earlier action on this matter would be highly appreciated.Parent Name: Phone number: LEARN- Application For Bonafide Certificate.Recommended articles:-