Dear **Institute Director**,

Greetings from
NATIONAL COUNCIL FOR DIGITAL EDUCATION AND RESEARCH (NCDE).

All affiliated institutes are hereby instructed to carefully fill the prescribed Declaration Form for generation of Student **Certificate/Diploma and Marksheet**.

Please ensure the following before submission:

1. Fill all student details clearly in CAPITAL LETTERS.
2. Mention correct Course Name and Duration (From – To dates).
3. Enter correct Student Enrollment No./Roll No.
4. Ensure details match with the student registration records.
5. The form must be signed and dated by the Institute Director.
6. Centre Seal is mandatory on the declaration.
7. Scan the signed copy clearly in PDF format.

After verification, kindly send the scanned declaration to:

examdept@ncder.in

Subject Line Format:
Centre Code – Student Name – Certificate Request

Incomplete forms or forms without signature/seal will not be processed.

Please note that **NCDE** (NATIONAL COUNCIL FOR DIGITAL EDUCATION AND RESEARCH) shall not be responsible for any incorrect or fraudulent information submitted by the institute.

For any clarification, feel free to contact the Examination Department.

With regards,
Examination Department
Email : examdept@ncder.in
NATIONAL COUNCIL FOR DIGITAL EDUCATION AND RESEARCH

To
The Examination Department,
NATIONAL COUNCIL FOR DIGITAL EDUCATION AND RESEARCH

Sub:- Generation of Student Certificate/Diploma & Marksheet.

Certified that Mr./Mrs. _____
S/o, D/o _____ Successfully
completed his/her course _____
at my centre _____
From _____ to _____ with Student
Enrollment No./Roll No. _____.

Therefore, I request for generation of Certificate and Marksheet of the above mentioned student.

Note:- **NATIONAL COUNCIL FOR DIGITAL EDUCATION AND RESEARCH**
        SHALL HAVE NO RESPONSIBILITY FOR SUCH FRAUD.

(Institute Director with Centre Seal)

Date: _____