



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

APPLICATION FOR STATEMENT OF CONVERSION OF CUMULATIVE GRADE POINT AVERAGE (CGPA) TO PERCENTAGE OF MARKS

1	Student Name	
2	Correspondence Address	
3	Active Landline / Mobile Number	
4	Active Email ID	

The following details are with respect to the course for which you require the CGPA Conversion Certificate

5	Registered Number	
6	Academic Programme	
7	Period of Study	June 20 ___ to March 20___
8	Month and Year of passing the Programme	
9	CGPA Marks Equivalent Statement wanted for (Tick whichever is applicable)	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate/Professional

Place:

Date:

Student Signature

INSTRUCTIONS TO APPLICANTS

I Incomplete applications will be rejected. **No correspondence will be made on this matter.**

II As the Institute follows a grading system, grade cards—which are already issued to the students by the Institute—serve as Statement of Marks. No other marks statements are issued. However, if required, a Statement of CGPA Equivalent Percentage of Marks is issued on application to pursue further studies or to seek a job.

III No Fee is charged for the issue of a Statement of CGPA Equivalent Percentage of Marks.

- IV
- a) Applicants are required to send a self-addressed, envelope along with the application. The Institute requires this in order to send it back to the applicant by post.
 - b) The name of the applicant, along with the full, complete postal address, including the town/city, PIN code, district and state must be clearly written or typed on the envelope.
 - c) Stamps totalling ₹30 must be affixed on the top right-hand corner of the envelope. This will ensure safe delivery of the document by India Post, via **Registered Post with Acknowledgement Due**. This is especially important since the Statement of CGPA Equivalent Percentage of Marks is an original document (like a Grade Card or the Degree Certificate).
Students of foreign nationality may affix appropriate postage for an envelope weighing 100-120 g.

For Institute office use only

Statement No.	
Date of Issue	

Controller of Examinations

OFFICE OF THE CONTROLLER OF EXAMINATIONS, SSSIHL

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