National Institute of Computer
Studies. NICS

# National Institute of Computer Studies

**(I) Self-autonomous body under the guidelines of Ministry of Information Technology &
National Task force on IT and SD, Govt of India (II) Regd under Dept Of IT, Ministry of
Commerce & industry and MHRD, Govt of India ( III ) ISO 9001:2008 Certified Institution**

www.nicseducation.in, MAIL - bcicomputerpoint@gmail.com

## APPLICATION FORM FOR CHANGE OF PROGRAMME / COURSE / STUDY CENTRE

(To be applied before the expiry of 180 days from the date of confirmation of
admission or before attending the first contact programme whichever as earlier)

TO
The Director
National Institute of computer studies

Date :

Sub :

1. Change of Programme    . ☐
2. Change of Course / Elective    . ☐
3. Change of study centre    . ☐

(Tick the relevant box)

Name of the Student_____

Enrolment No._____

Change of Programme from_____to_____

Change of Course / Elective_____to_____

Change of study centre from_____to_____

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Fee details :  **Rs. 100.00** to be deposited in the bank ac. of the institute

or Demand draft of **Rs 100.00** to be drawn in favour of **National Institute of Computer Studies**, payable at coochbehar

Demand Draft No._____Name of the Bank_____Date_____

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Signature  of the Student,
Telephone Number

Note : Kindly return your old study materials and identity Card along with this form.

**for office use only**

## Application For Name Correction

To                                          Date :

**The Director**
**National Institute Of Computer Studies**
**Coochbehar-736131**

Name of the Student :_____     Session      : _____

Reg. Number          :_____     Programme :_____

### NAME CORRECTION FORM

| From : | To : |
|---|---|
| INCORRECT NAME OF THE STUDENT/ HIS FATHER OR MOTHER | CORRECT NAME OF THE STUDENT/ HIS FATHER OR MOTHER |
| _____ | _____ |
| Address :_____ | Address :_____ |
| _____ | _____ |
| _____ | _____ |
| Center Code_____ | Center Code_____ |

Enclosure :.........................................................................................

Requirement :

    1. SUPPORTIVE DOCUMENT(S)

Fees for Name Correction

    a m o u n t

_____
Signature of the Student

Authorized signature with stamp of The institute

## Application Form
for Correction of statement of marks/ Duplicate statement of marks
statement of marks for break-in -studies student/ Genuineness Certificate.
(-Strike through which is not required-)

### Correction Statement of Marks

1. Request Letter
2. Original statement of marks
3. A Xerox copy of 10th or 12th certificate
4. Rs. 50.00 per mark sheet to be deposited to Concerned Study Centre/ Bank Account of **"National institute of computer studies"**

### Duplicate statement of marks

1. Request Letter
2. Original copy of Non-Traceable Certificate from Police Department
3. Fee Fixed for the Duplicate mark Sheet is Rs. 100 /- per mark sheet.
4. Rs. 100.00 per mark sheet to be deposited to Concerned Study Centre/ Bank Account of **"National institute of computer studies"**

### Genuiness

1. Request Letter from the institution where the candidate working.
2. Clear Copies of the statement of marks
3. Working in Govt/Govt aided Institution the fee is Rs.250/-
4. Working in Private Institution the fee is Rs.1000/-
5. The fee to be deposited to Concerned Study Centre/ Bank Account of **"National institute of computer studies"**

### Statement of Marks for Break in Studies Students

1. Request Letter
2. No Dues certificate from The "Director, **NICS** "

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