

Backlog Certificate: Format Pack

Three fill-in formats Indian colleges can issue on letterhead: with backlogs, zero backlogs, and the request letter to get one. Replace every bracket.

Format 1: Backlog Certificate (with backlogs)

[COLLEGE / UNIVERSITY LETTERHEAD]

Ref. No.: [_____] | Date: [DD/MM/YYYY]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Full Name], son/daughter of [Parent Name], bearing Roll No. [____], was a bonafide student of this institution in the [Program, e.g., Bachelor of Engineering in Mechanical Engineering] from [Year] to [Year].

During the entire duration of the program, the student had a total of **[number] backlog(s)**, counted as the number of [subjects / attempts], as detailed below. All backlogs stand cleared as on the date of issue.

[TABLE: Sl. No. | Semester | Subject Code | Subject Name | Exam Held | Cleared In]

This certificate is issued at the request of the student for the purpose of higher education abroad.

[Name of Signatory]

[Designation: Registrar / Controller of Examinations / Principal]

Signature and Official Seal

Format 2: Zero Backlog Certificate

[COLLEGE / UNIVERSITY LETTERHEAD]

Ref. No.: [_____] | Date: [DD/MM/YYYY]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Full Name], bearing Roll No. [____], was a bonafide student of this institution in the [Program] from [Year] to [Year].

The student passed all subjects in the first attempt and had **ZERO backlogs** during the entire duration of the program.

This certificate is issued at the request of the student for the purpose of higher education abroad.

[Name of Signatory]

[Designation]

Signature and Official Seal

Format 3: Request Letter to the Registrar / Exam Cell

To,
The [Registrar / Controller of Examinations],
[College / University Name], [City]

Subject: Request for issue of Backlog Certificate for higher education abroad

Respected Sir/Madam,

I, [Full Name], Roll No. [____], completed the [Program] from your institution in [Year]. I am applying to universities abroad, and a backlog certificate stating my total backlogs is required with my application.

I request you to kindly issue [2 or 3] original copies of the certificate on official letterhead. I have enclosed copies of my marksheets and the prescribed fee of Rs. [____].

Thanking you,

[Full Name] | [Phone] | [Email] | Date: [____]