

To
The Director
Indira Gandhi National Institute of Computer
29, K.P. Mondal Road, Budge Budge,
Kol-137, West Bengal, India

Date: / /

Sub: Application for Course Up-gradation

Sir,
I do hereby declare that I am.....son/
daughter / word of
residing at.....
..... student of
..... course, enrollment no is..... of your institution.

I am currently doing Course and I would like to change
..... course instead and agree to pay course transfer
charges with all balance fees.

I understand that it may be difficult to change my course mid-semester, but this is an
urgent priority for me.

Therefore I request you to take necessary steps in this regard and do the needful as
soon as possible

Thanking you,

Yours faithfully,

.....
Signature of Guardian

.....
Signature of Applicant

AN ISO 9001:2015 CERTIFIED ORG.

INDIRA GANDHI NATIONAL INSTITUTE OF COMPUTER



(An Autonomous Institution Run by ICESEF, Registered under Public T.R. Act-1882)

Registered Office: 29, K.P. Mondal Road, Budge Budge Kolkata-700137, WB, India

COURSE UPGRADATION FORM

Registration Number :

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Name of the Student : _____

Qualification : _____

Current Course Name : _____

Total Fees deposited to IGNIC :

Admission	Exam Fees	Tuition Fees	Total

New Course Name : _____

New Course Fees Structure :

Admission	Exam Fees	Tuition Fees	Total

Difference Fees (To be deposited at IGNIC) :

Balance Fees	Up-Gradation Fees	Tuition Fees	Total

Date: / /

For Head Office Use only

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Signature of Applicant

.....
Signature of Guardian

Signature & Seal of (ATC) Centre Director
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