Geethanjali College of Engineering and Technology

(Cheeryal (V), Keesara (M), Medchal Dt. TS -501301)

Department of ECE

Requisition form for LoRs for Higher education

Date: _____

I hereby request the HoD to give permission for taking the LoRs from the faculty members of the department mentioned below, to enable me apply for Master's Program. My particulars are given below:

My details are:

1. Name of the student:
2. Roll No.: Years of study:
3. Mobile No.: Email Id:
4. Parent Name: Parent phone No.: Parent Email Id:
5. Present address: Permanent address:
6. LinkedIn Profile:
7. Country in which Master's Program is planned to do: US / Canada / Australia / UK / _____
8. Examinations passed : GATE /CAT/ GRE / TOEFEL / IELTS / _____
9. Score cards – copies submitted to Dept. Alumni coordinator: Yes / No
10. Course planned for study: MS / M.Tech / MBA / ____
11. Faculty Members from whom recommendations are requested:

Name of the Faculty	Course Taught	Grade Obtained*	Signature of the Faculty

* Marks Memos are to be attached as a Proof.

12. Any other information:

I hereby confirm that I will submit the i20 / Admission letter copy to the Department Alumni coordinator, as soon as I get the Admission.

Signature of the student: Signature of the Alumni coordinator

To HoD: for kind approval to issue the LoRs and giving ___Nos. Department Letter-heads for the LoRs.

Signature of the HoD