

Application format for CONVERSION of CERTIFICATE
(From ADCA to PGDCA)

(Please download this Form and take a Printout. This Application should be duly filled in by the candidate and submitted directly to NICE Corporate office along with Demand Draft)

To,

The Director (Academic)
NICE Institute
1st Floor, Kasturi Estate
Behind UCO Bank
Ashok Nagar, Master Canteen
Bhubaneswar, Dist-Khurda
Pin: 751009, Odisha

Sir,

I am glad to inform you that I have successfully completed my Graduation course and I furnish the below particulars about myself. I request that my Original Certificate & Marksheet of ADCA Course may kindly be changed to PGDCA. I have paid a fee of Rs. 550/- (Rupees Five hundred Fifty only) in shape of Demand Draft No.....Date.....in favour of “**NICE National Institute of Computer Education Private Limited**” and made payable at Bhubaneswar.

1. Name of the Candidate (In Capital Letters) :
2. Name of Examination Passed :
3. NICE Centre Name & Address :
4. Regd. Number :
5. ADCA Certificate Sl. No & Date :
6. ADCA Marksheet Sl. Nos & Date :

Date :

Signature in Full of the Candidate

Address:.....

Phone No:.....

Document Required:

1. ADCA Original Certificate & Marksheet for Cancellation
2. Graduation Proof
3. Demand Draft (Rs.550/-)
4. Address Proof and ID proof (Aadhar Card)
5. Duly filled Conversion form.

N.B : If everything is found in order, the changed Certificate & Marksheet will be issued within 45 days of receipt of Application . The documents will be sent by speed post directly to the candidate as per address given by him / her. For any query please mail to nicebbsr@gmail.com.