

Annexure I

Mandatory Instruction: The cover letter in the format below shall be issued only on the Letter-Head of the Law School/College/University

To whomsoever it may concern

Date: dd/mm/yyyy

This is to certify that (*name of the Law School / College/ University*) is an institution recognized by the Bar Council of India.

(*Full name of the Applicant*) having enrollment number (_____), is a *bona fide* student of (*name of the Law School/College/University*) and is currently studying in (____semester/trimester/year) of the (*name of the course with total number of semesters/trimesters/years in that course*). He/She has secured _____ percentage marks* in aggregate of all the previous (*semesters/trimesters/years*), results of which are declared as on the date of issuance of this cover letter.

(*Full name of the Applicant*) is eligible for internship with Securities and Exchange Board of India Office from (*dd/mm/yyyy*) to (*dd/mm/yyyy*).

During the said period, there shall not be any ongoing classes/ the student is exempted from attending all forms of classes for the semester/trimester/year which the applicant is studying in and the applicant may join offices of SEBI for the said internship.

Sign, Stamp and email address of - Faculty Course Coordinator in-charge of the Internship program of the Law School / College / University or the Head of Department (Dean/ Director/Principal/VC) of the Law School / College/ University.

**In case, the Law School/College/University does not provide percentage and only SGPA/CGPA on the mark-sheets, the following details shall also be provided in this cover letter:*

- (i) *the aggregate of SGPA of all the previous semesters / CGPA,*
- (ii) *the formula provided by the Law School/College/University for converting SGPA/CGPA into percentage, and*
- (ii) *aggregate percentage of all the previous semesters calculated from the SGPA/CGPA as per the formula provided by the Law School/College/University.*