

REGIONAL INSTITUTE OF EDUCATION, MYSURU – 570 006

F. No. 29/RIEM/2025-26/AS

Date: 13.01.2026

**CIRCULAR**

All the students are hereby informed that any request letter (for Bonafide Certificate / Medium of Instruction / Equivalence / Teaching Practicum Certificate, etc.) must be submitted at least two days in advance of the required date.

The prescribed request letter format is available on the Institute Website. Students are strictly instructed to download and fill the given format only. Requests submitted in any other format will not be accepted.

Students must send only the soft copy of the duly filled request letter along with the required certificate details to the official institute email ID. Hard copies will not be accepted. (**academicsection@riemysore.ac.in**)

Students are advised to ensure that all details are correctly filled before sending the request.

Requests submitted without following the prescribed format or submitted late will not be entertained.

All students are advised to take note of this circular and comply accordingly.

  
13/1/2026

  
PRINCIPAL

**Copy to:**

1. Dean of Instruction
2. Head DE/DEE/DESM/DESSH
3. Section I/c of Physics/Chemistry/Mathematics/Botany/Zoology/CAL
4. I/c Academic Section
5. I/c ET Cell – for uploading the formats in RIEM Institution website.
6. P.A. to Principal for information
7. Notice Board: Institute