



BHAGWANT UNIVERSITY, AJMER

Received Rs.....
Receipt No.....
Dated

Form of Application for issue of University Certificate

(Provisional, Migration, TC, CC, Mark sheet, Original Degree, Transcript)

(Please Tick on Relative Document)

1. University Enrollment No.....
2. Name of Applicant (Capital).....
3. Father's Name (Capital).....
4. Mother's Name (Capital).....
5. Nature of Certificate.....

PARTICULARS OF LAST EXAMINATION

6. COURSESEM.....YEAR.....ROLL NO.....
7. Result: Pass/Failed/Absent.....Division.....

Dated

Signature of Applicant.....
Postal address & Phone no.....

HOD Sign

For Office use only

(Permission for certificate issue)

University Certificate (Provisional, Migration, TC, CC, Mark sheet, Degree, Transcript) may /May not be issued

Assistant Registrar

Controller of Examinations

For office use only

(Certificate Receiving by Student)

I received following original certificate dated.....

Provisional Degree (Cer. No)..... Migration(Cer. No)..... TC(Cer. No)..... CC(Cer. No).....
Mark sheets(Cer. No)..... Original Degree(Cer. No)..... Transcript (Cer. No).....

Signature of O.E

Signature of the applicant

For Office use only (Data Entry Record)

All certificate issued to student by office of controller of examination has been take palace a entry in Data base of Examination Cell & entry no (Excel Entry) is/areDate.....

Data entry by
O.E

checked by
Assistant Registrar

Procedure for obtaining University Certificate

1. The application form must be signed by the student and in no case by someone also on his/her behalf
2. In case of student want university certificate through someone , applicant must submit a affidavit with attested sign of other person
3. Original Office copy of prescribed fee slip.
4. The prescribed fee for the required Certificate can be remitted by cash or DD only in favour of the Registrar, Bhagwant University, Ajmer, Rajasthan-305004
5. Latest Original No dues form duly sign by Account section,HOD,Store,Library ,etc
6. At the time of submission of the application for issue of migration certificate the applicant should bring his /her original Degree certificate / statement of Marks of Final Year / Provisional Certificate issued by the University for Verification.
7. Applicant applying by post may submit a photo copy (duly attested By Gazetted officer) of the said certificate
8. Duplicate Migration certificate can be issued only in case the same has been lost, destroyed or mutilated on submission of an affidavit drawn up on a non-Judicial stamp paper of the value of Rs 10/-to be sworn before 1st class magistrate on the Prescribed format
9. One Photo copy of personal ID should be enclosed of applicant with self attested
10. Prescribed fee for University Certificate Detail

• Character Certificate	–Rs 200/sheet
• Transfer Certificate	-RS 500/sheet
• Migration	–Rs 500/sheet
• Original Degree	-Rs 1000/sheet
• Provisional Degree	-Rs 250/sheet
• Transcript	-Rs 200/Sem
• Postal charges	-Rs 200/-

Controller of Examinations