

**Procedure for Issuing Provisional Degree Certificate/ Duplicate Grade Sheet / Degree Certificate / Transcript etc**

**1. Provisional Degree Certificate (Format – 1) on Page 02**

If a candidate / student needs a provisional degree certificate, the student should apply to the Registrar along with the relevant document/s (photocopy of all the mark-sheet/s / provisional grade sheets) in the prescribed format - I.

If a candidate desires the provisional degree certificate to be sent at his home address, a proof of residence such as driving License, ration card, aadhar card etc. shall be attached or can be handed over in absence with the authority letter.

**2. Issue of Duplicate Grade Sheets / Degree Certificates (Format – 2) on Page 03**

If the grade sheet/s or degree certificates are lost or damaged, the student should apply to the Registrar in the prescribed format-II for issuing duplicate Grade -sheet/s or degree certificate. A notarized affidavit on Rs.100/- stamp paper giving details, such as, name, enrollment number, program, branch, institute, semester, month & year of passing and stating how the original grade cards / degree certificates were lost or damaged.

**3. Correction in Name in Grade Sheets Degree Certificate (Format – 3) on Page 04**

If a candidate / student finds any mistake in his / her name in the Grade sheet/s or degree certificate, the student should apply to the Registrar in the prescribed format-III for the correction with original marks-sheet/s, grade card/s. 10<sup>th</sup> Certificate / birth certificate shall be produced along with the admission letter in order to verify the name and correct it in the degree certificate if wrongly printed.

**4. Transcript of Academic Record (Format – 4) on Page 05**

If the, student needs a transcript, he should apply to the Registrar along with the relevant document/s (photocopies of all the mark-sheet/s / provisional Grade -sheet/s) through the office of the Director of the concerned constituent institute.

Table (A): Fee Structure for Provisional Degree Certificate/ Duplicate Degree Certificate / Duplicate Grade Sheet / Transcript

Particulars	(Amount in `)
Duplicate Mark sheet / Grade sheet	` 500/-
Duplicate Degree Certificate	` 3,000/-
Provisional Degree Certificate	` 300/-
Transcript of Academic Record	` 500/- for 1 <sup>st</sup> copy and ` 50/- per additional copy
Migration certificate	` 1,000/-

**FORMAT OF AFFIDAVIT IS ATTACHED**

**TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 100/- BEFORE A FIRST CLASS MEGISTRATE FOR ISSUE OF DUPLICATE DEGREE CERTIFICATE / MARKSHEET**

**AFFIDAVIT**

I.....aged.....years, S/O or D/O.....with permanent address at ..... had joined ..... Degree in .....programme during the year ..... at Indus University, My Enrollment No. is .....

*I do hereby solemnly affirm and sincerely state as follows:*

*I found that I have inadvertently lost / misplaced / damaged my ..... Semester Mark / Grade Sheet (Sl.No..... Dated :.....) issued by the University. Despite a diligent search undertaken by me to recover the Grade sheet / Degree Certificate, I found it is impossible to retrieve the same. I presume that the Grade sheet/ Degree Certificate has been lost beyond retrieval.*

*I submit that the Mark / Grade sheet / Degree Certificate mentioned supra lost / misplaced / damaged by me is a very essential document concerning all my feature ventures. I hence, request the authorities of the University to provide me a duplicate Mark / Grade sheet / Degree Certificate lost / misplaced / damaged by me. I state that, I have not in any way misused or improperly handled the Mark / Grade sheet / Degree Certificate that has been lost / misplaced / damaged by me. I state that, I will hand over the original Mark / Grade sheet / Degree Certificate in the event of retrieval of the lost / misplaced / damaged original Mark / Grade sheet / Degree Certificate at a later date.*

*I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.*

*DEPONENT*

Place :.....

Date :.....

Solemnly affirmed and signed before me

at..... (Place) on this..... (Date)

(Seal & Sign of Notary Public)

**ANNEXURE- I**

**Format – 1**

**APPLICATION PROVISIONAL DEGREE CERTIFICATE**

1. Full Name (in English Capital Letters) \_\_\_\_\_
2. Institute Name \_\_\_\_\_
3. Enrollment Number \_\_\_\_\_
4. Program \_\_\_\_\_
5. Course \_\_\_\_\_
6. Email ID & Mobile \_\_\_\_\_
7. Year of Admission \_\_\_\_\_
8. Month & Year of Completion \_\_\_\_\_

Undertaking : Undertake that I will not apply for revaluation, Re-totalling, Photocopy of transcripts and challenge revaluation.

**Signature of the applicant**

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**For Office Use Only**

For Office Use Only				
Application Received By In charge Student Section	Checked By In charge Exam Section	Verified by COE	Approved by Registrar	Certificate / Document issued on
Signature: Date:	Signature: Date:	Signature: Date:	Signature: Date:	By  Signature: Date:

**APPLICATION FOR ISSUING THE DUPLICATE GRADE-SHEET/S OR DEGREE CERTIFICATE**

1. Full Name (in English Capital Letters) \_\_\_\_\_
2. Institute Name \_\_\_\_\_
3. Enrollment Number \_\_\_\_\_
4. Program \_\_\_\_\_
5. Course \_\_\_\_\_
6. Email ID & Mobile \_\_\_\_\_
7. Details of Examination whose duplicate marks card/s, marks-sheet/s or grade card/s are to be issued –
  - a. Semester \_\_\_\_\_
  - b. Regular / Repeater \_\_\_\_\_
  - c. Month and Year \_\_\_\_\_
  - d. Others \_\_\_\_\_

**Signature of the Applicant**

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**Enclosure:** 1. Affidavit

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**For Office Use Only**

Application Received By In charge Student Section	Checked By In charge Exam Section	Verified by Controller of Examination	Approved by the Registrar	Certificate Document issued on
Signature: Date:	Signature: Date:	Signature: Date:	Signature: Date:	Signature: Date:

## **APPLICATION FOR ANY CHANGE IN SPELLING OF THE NAME / CORRECTION IN GRADE SHEETS OR DEGREE CERTIFICATE**

1. Full Name (in English Capital Letters) \_\_\_\_\_
2. Institute Name \_\_\_\_\_
3. Enrollment Number \_\_\_\_\_
4. Program \_\_\_\_\_
5. Course \_\_\_\_\_
6. Email ID & Mobile \_\_\_\_\_
7. Details of Examination whose name corrections in marks card/s, marks-sheet/s or grade card/s or degree certificate/s are to be done –
  - a. Semester \_\_\_\_\_
  - b. Regular / Repeater \_\_\_\_\_
  - c. Month and Year \_\_\_\_\_
  - e. Others \_\_\_\_\_

**Signature of the applicant**

\_\_\_\_\_

**Attachment/s –** \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only**

For Office Use Only				
Application Received By In charge Student Section         Signature: Date:	Checked By In charge Exam Section         Signature: Date:	Verified by Controller of Examination         Signature: Date:	Approved by the Registrar         Signature: Date:	Certificate / Document issued on         By         Signature: Date:

## **APPLICATION FOR ISSUING TRANSCRIPT**

1. Full Name (in English Capital Letters) \_\_\_\_\_
2. Institute Name \_\_\_\_\_
3. Enrollment Number \_\_\_\_\_
4. Program \_\_\_\_\_
5. Course \_\_\_\_\_
6. Current / Pass-out Student \_\_\_\_\_
7. Email ID & Mobile \_\_\_\_\_
8. Transcript Required from \_\_\_\_\_ Semester to \_\_\_\_\_ Semester.

**Signature of the applicant**

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**Attachments :** 1. Photo Copies of Mark-sheets till date

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**For Office Use Only**

For Office Use Only				
Application Received By In charge Student Section	Verified By In charge Exam Section	Recommendation of Controller of Examination	Approved by the Registrar	Certificate Document issued on  By
Signature: Date:	Signature: Date:	Signature: Date:	Signature: Date:	Signature: Date:

**APPLICATION FOR CERTIFICATE OF MIGRATION**

1. Name in Full in Capital Letters Beginning with Surname :

\_\_\_\_\_

2. Address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_ Mobile : \_\_\_\_\_

E-mail : \_\_\_\_\_

3. The Prescribed Fees of Rs. \_\_\_\_\_ is paid by Cash Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

4. A) College & University now intended for study by the applicant

\_\_\_\_\_

B) The university to which migrated

\_\_\_\_\_

5. Institute of Indus University last attended with the date of leaving

\_\_\_\_\_

6. Details of Examination of Indus University in which the applicant appeared.  
(Pl specify, if remain absent)

Name of Examination	Month & Year	Enrolment No.	CGPA/ FGPA	Branch / Area

7. Other Particulars, if necessary :

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Self Attached copy of the grade-sheet of last examination of this university must be attached.