



# SHRI GURU RAM RAI UNIVERSITY

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act no. 3 of 2017)

PATEL NAGAR, DEHRADUN-248001, U T T R A K H A N D , I N D I A

## APPLICATION FORM

(Every column to be carefully filled in by the STUDENT)

- A) Name Correction in Mark-sheet (DMC)
- B) Duplicate Mark-sheet (DMC)
- C) Provisional Degree/Migration Certificate/Degree Certificate
- D) Convocation Certificate
- E) Transcript Certificate

|   |                |            |            |
|---|----------------|------------|------------|
| Full Name of the Candidate (in block letters as registered in Matriculation Certificate & College Records): |                |            |            |
| Father's Name:  |                |            |            |
| Mother's Name:  |                |            |            |
| Name of the College of Study :  |                |            |            |
| Enrollment No.:   |                |            |            |
| Date of Birth.  |                |            |            |
| Previous Year Migration Certificate Submitted & Migration Certificate Serial No.                            | Yes            | No         | Serial No. |
| E Mail Id:  |                |            |            |
| Course & Year of passing (Month & Year) to be mentioned Clearly   |                |            |            |
| Certificate required by: please Tick  | By Post        | By Hand    |            |
| Correspondence Address:<br>.....<br>.....   |                |            |            |
| PinCode.....Mobile No. ....   |                |            |            |
| Details of Fee Submitted  | Amount(Rupees) | Receipt No | Date       |
|   |                |            |            |

### DECLARATION

I have carefully read all the relevant rules/instructions of the University and I undertake to abide by the same in all respects. I solemnly declare that the particulars filled in the form by me are correct and nothing has been concealed. In case of any discrepancy found therein,

I shall be responsible for the consequences.

Date : .....

Place : .....

(Signature of Student)

I hereby certify that the entries made above have been verified by me and have found them to agree to those in record of the University/College.

Dated : .....

Place : .....

(Signature of Dean /HOD with date and office seal)

## **Please tick the documents submitted:**

### **A) Name Correction in Mark-sheet (DMC)**

1. Request Application Form forwarded from the Principal
2. Xerox copy of the Matriculation certificate
3. Surrender of the Original Mark-sheet

### **B) Duplicate Mark-sheet (DMC)**

1. Request Application Form forwarded from the Principal
2. Receipt of Per Marks-sheet Rs.
3. Affidavit on Stamp paper of Rs. 20/- signed by a notary
4. a) Acknowledgement for having lodged Police Complaint or  
b) Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the college/University

### **C) Provisional Degree Certificate**

1. Request Application Form forwarded from the Principal
2. Xerox copy of Marks sheet (all Years)
3. Receipt of Per Marks-sheet Rs.
4. The candidate is required to clear all the dues and obtain 'No Dues' from the concerned sections/departments prior to applying for the Provisional certificate

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**Approved/Not Approved**

**Date:**

**Checking Clerk**

**Authorized Officer**

# Affidavit

**(To be printed on a non-judicial stamp paper of Rs. 20/- and attested by a notary)**

1. < Name of the student> son of Shri. <Name of Father/Mother>, resident of ,present residential address>, hereby solemnly declare and affirm as under:
2. That, I appeared and passed the <Name of the Program/Course> as a student of, Name of the College> in the Year, Graduating Year>.
3. That, the original < Name of the Program/Year> marks-sheet given to me by the, Name of the College> has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, I have filed an F.I.R. with the ..... Police Station Vide No.....& <Date>. A copy of the same is appended hereto.
5. That, in the unlikely event of the original degree certificate/marks-sheet ever getting found, will not be misused.
6. I, also undertake that if my original marks-sheet/Degree certificate which has been lost, if put to an unfair use by the person who may lay hands on it, I shall stand for the damages which may accrue from such use.

**Deponent**

## Verification

**Verified that the contents of this affidavit are true and correct of the best of my knowledge and belief and nothing has been concealed therein.**

**Date: <Date of writing Affidavit>**

**Place: < Current City of Your Stay>**

## Processing

Upon receiving the application with the proof of payment and other relevant papers, a request will be sent to Accounts section of the University for Confirmation on the credit of the requisite charges in the Institute"s account. The application will be processed further on receipt of the confirmation