

**APPLICATION FORM FOR OBTAINING ACADEMIC CERTIFICATES**

Note: - 1) Student can read all the instruction carefully before filling Application form.

2) Fill all the detail in Block Letter.

<b>PRN No: (As per Last Semester Marksheet)</b>	<b><u>Details of payment made (Cash/Online/Others)</u></b>
<b>Degree &amp; Branch:</b>	<b>Cash Receipt/Transaction No.:</b>
<b>Name of College/Institute:</b>	<b>Date of Transaction.:</b>
	<b>Bank Name.:</b>
	<b>Amount Paid Rs.:</b>

**Month and Year of Qualifying Examination Passed:**

<b>1.</b>	<b>Name of the Student: (As per the last semester/year Marksheet or Grade Card)</b>	
<b>2.</b>	<b>Address for Communication:</b>	
		<b>PIN CODE:-</b>
<b>3.</b>	<b>Phone: (R) _____ (M) _____</b>	<b>E-mail:</b>

<b>4.</b>	<b>APPLICATION FOR</b>	<b>Fees</b>	<b>Document Required</b>
Transcript No. of Copies:- Default 3 Sets + Additional Set:	<input type="checkbox"/> Pass Out Student <input type="checkbox"/> Non Pass Out Student	Rs. 1,000/- for First 3 Sets and Rs. 200/- per Additional Set	1. Photocopy of all Marksheet/Grade Sheet (Self Attested) 2. Payment Receipt
<input type="checkbox"/> Provisional Degree Certificate		Rs. 500/-	3. Address Proof
Document Attestation/ Verification ♦ Set of Mark Sheet <input type="checkbox"/> ♦ Provisional Certificate <input type="checkbox"/> ♦ Degree Certificate <input type="checkbox"/>	Total No. of Document: <input type="checkbox"/> Attach One Extra photocopy of all documents for office use	Rs. 500/- (Per Set) All Marksheet Rs. 250/- per Degree Certificate	1. Above All documents 2. Original Marksheets / Degree Certificate 3. WES/IQAS Form (if Applicable)

<b>5.</b>	<b>Detail of Purpose for which the Certificate required</b>
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**Declaration:** I have read all the instructions given with this application form and I hereby declare that the above given information is correct to the best of my knowledge and belief. If any information is found incorrect, incomplete or false at any stage, my application shall be rejected.

Place:

Date: / /

Signature of the Candidate

**FOR UNIVERSITY USE ONLY**

<b>a.</b>	<b>Application Checked by:</b>	<b>d.</b>	<b>Approved by Controller of Examination:</b>
<b>b.</b>	<b>Certificate Issued by :</b>		
<b>c.</b>	<b>Remarks from Assistant Registrar(Exam Section):</b>	<b>e.</b>	<b>Certificate issued on : (Date and No)</b>

**IMPORTANT INSTRUCTIONS**

1)	Application should be made by the candidate in the prescribed format along with the given documents and pay the Fees at University Account Section given in the Fees column for the Specified Certificate.
2)	Candidate Submit the Application form to the University Admin Section along with the required documents and copy of Fees receipt.
3)	Admin Officer can check the Application form.
4)	Collect the Certificate from the University Examination Section within <b>three working days</b> .
5)	Postage Charges is as follow, if requested through Post.
a)	Within Gujarat: <b>Rs. 150/- + 18% GST = Rs. 177/-</b>
b)	Within India: <b>Rs. 300/- + 18% GST = Rs. 354/-</b>
c)	Abroad: <b>2000/- + 18% GST = Rs. 2360/- or as Actual on weight whichever is higher.</b>
6)	Student has to Pay <b>Rs. 2000/-</b> for Online process of sending document to World Education Services (WES)
7)	Fees not refundable and not adjustable in any case.



**SANKALCHAND PATEL**  
**UNIVERSITY**

॥ अथातो ज्ञानजिज्ञासा ॥