



Date of Application .....

# RAFFLES UNIVERSITY, NEEMRANA

## Application Form for the Issue of University Certificates (Provisional, Migration, Transfer & Character Certificates)

Fee Paid ( Please attach proof) : Rs. ....Receipt No.....Date .....

**(PLEASE TICK ON RELATIVE DOCUMENT)**

Provisional Certificate		Migration /Transfer Certificate		Character Certificate	
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1. Reason for obtaining University Certificate: Higher Education / if other Reason, Specify .....
2. University Enrollment No.....
3. Name of Student (Capital).....
4. Father's Name (Capital).....
5. Mother's Name ( Capital).....
6. Postal Address:.....  
.....  
.....Pin.....  
Contact Number (Self).....Parent:.....

**PARTICULARS OF LAST EXAMINATION**

7. COURSE .....SEM.....YEAR.....ROLL NO.....
8. Result: Pass/Failed/Absent/UFM/Incomplete.....Division/CGPA (if Pass) .....

Dean  
Signature with Date

Signature of Student  
Date:

**FOR EXAMINATION CELL USE ONLY**

University Certificates as applied by the Student, **may /may not** be issued.

Signature of O.S

Controller of Examinations

**For office use only**

**(Certificate Received by student)**

I received the following original certificates on ..... A.M/ P.M.

- Provisional Degree Certificate (Cer. No)..... Migration (Cer. No).....  
 Original Degree (Cer. No)..... Transcript (Cer. No).....  
 Mark sheets (Cer. No).....

Signature of O.S  
Date:

Signature of the Student  
Date:

# Procedure for Obtaining University Certificate

1. The application form must be signed by the student
2. In case of student wants an original Degree, Mark sheet, and Provisional Degree University certificate through someone, the applicant must submit an affidavit with the attested sign of another person
3. A photocopy or second copy (original) of the prescribed fee receipt with this application.
4. The prescribed fee for the required Certificate can be remitted by cash or DD only in favor of the , Raffles University payable at Neembrana- 301705
5. Latest Original No Dues form duly signed by the Account section, Dean, Store, Library, and other departments as mentioned in the No Dues form.
6. At the time of submission of the application for the issue of a 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 photocopy (duly attested by a Gazetted officer) of the said certificate with this application form along with postal charges.
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 1<sup>st</sup> class magistrate on the prescribed format
9. One Photocopy of the personal ID should be enclosed of an applicant with self-attested
10. The student can receive the required certificate as demanded by him /her after **Seven Days** of submission of the application form in the Examination Cell.
11. Prescribed fee for University Certificate Detail

• Migration / Transfer Certificate	-Rs 2,000/-
• Provisional Degree	-Rs 1,500/-
• Character Certificate	- Rs 200/-
• Postal charges (if required)	-Rs 200/-

**Controller of Examinations**