



Request Form for Obtaining Documents from Academic Section

(To be filled by Student / Alumnus)

1. Full Name (in CAPITAL): _____
2. Roll No.: _____ Batch: _____
3. Programme: _____ Specialization(if any): ____
4. Department/School/Centre: _____
5. E-mail Address: _____
6. Mobile No.: _____
7. If alumnus, specify month & year of completion: _____
8. Document(s) required:

Document(s) Requested	Please tick (✓)
a) Education Verification through email	
b) Education Verification through letter	
c) Duplicate Degree Certificate (Click here for procedure)	
d) Transcript	
e) Degree Attestation	
f) Ph.D. defence certificate	
g) Ph.D. UGC certificate	
h) Migration Certificate	
i) Certificate of Medium of Instruction	
j) Record Retention Charges for Degrees/ Medals after graduation	

Please enclose photocopy of the degree certificate as supporting document.

Mode of receiving documents:

- a) I want to collect the document in person / through authorized person (enclose authorization letter)
- b) Please send the document via registered post on my address (as mentioned below).

9. Permanent / Correspondence Address:

_____ Pin Code: _____

10. I certify that the prescribed amount has been paid:

- i. For the document(s) : Rs. _____
- ii. For Postal charges : Rs. _____

Total (in words):Rs. _____

11. Details of payment:

- Online Transaction / UTR No. _____

(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)