

# JAWAHARLAL NEHRU UNIVERSITY

NEW DELHI-110067

## APPLICATION FOR ISSUE OF UNIVERSITY CERTIFICATE

(Transcript/Degree/Provisional Degree/Diploma/Certificate/Transfer/  
Change of Name Certificate or duplicate of the above)

(The form should be filled in legibly. All corrections or alterations made in the entries should be initiated by the applicant).

1. Name of the Applicant.....
2. Enrolment Number.....Year of Admission.....
3. Father's Name.....
4. Nature of Certificate Required.....
5. Examination of this University in which the applicant appeared last :  
Programme of Study.....Year.....Result/Date of Viva-voce.....
6. Centre.....School of.....
7. (a) Whether the certificate is to be collected in person or *be sent by post*.  
(b) Please give name and address in *capital letters*  
Name.....  
Address.....
8. **In case a candidate applies for Transfer-cum Migration Certificate :**
  - i) Name of the University to which the candidate wants to migrate.....
  - ii) Programme of Study/Centre and School of the University originally admitted in :  
Programme of Study.....Year of Admission.....  
Centre.....School.....
  - iii) **Month and Year of leaving the University**.....
9. **In case the candidate applies for change of name, please give :**
  1. Name before change :.....
  2. Name to be changed as :.....
  3. Reason for change :.....
  4. Document supporting change :.....

Date :

Signature of Applicant

- Note: 1. All the particulars required should be carefully filled in by the applicant. The office will not be responsible for any delay in case the form is not complete in all respects.
2. The necessary fee may be paid either in cash to the cashier of the Students and Projects Section of the Finance Branch of the University or through a Draft drawn in favour of the Finance Officer of the University.
  3. No transfer certificate will be issued to the candidate if he/she had not submitted Migration certificate to this University at the time of joining.

(For Alumni Office)

Name :.....Enrolment No.....

Date of Birth :.....  
M F      D D      M M      Y E A R

Centre/School :.....

Degree/Programme :.....Year of Passing :.....

Contact Address :.....Tel. No. ....

.....E-mail :.....



CHIEF ADVISOR  
Alumni Affairs  
JNU Alumni Association

(To be filled in by the Administrative Officer of the concerned School)

1. The information furnished by Shri/Smt./Km.....is correct as per School record.
2. It is also certified that there are no dues outstanding against him/her.
3. Further certified that the Migration/Tranfer Certificate No.....dated..... from .....University was/hás been received in the School's Office.
4. The student was admitted in the School/Centre in the year.....and left the University on.....

He/She may be issued the necessary certificate(s) applied for.

Dated : \_\_\_\_\_ Administrative Officer School of.....

**(No Dues Certificates)**

There are no dues outstanding against Shri/Smt./Km.....

Asst. Finance Officer.....  
(Signature with date)

Hostel Provost.....

Dean of Student.....

(Signature with dates)

(Signature with dates)

**(For use in the Evaluation Branch)**

Certificate bearing No.....dated.....has been issued and necessary entries made in the relevant register.

Dated :

D.R./Asst. Registrar/S.O.

Evaluation Section-I

Fees prescribed for issuing various certificates.

S. No.	Name of the Certificate	Fee
01	Provisional Degree Certificate i) For degree examination ii) For other examination	Rs. 50/- Rs. 50/-
02	Consolidated Marksheet i) For B.A./M.A. ii) For M.Phil	Rs. 20/- Rs. 20/-
03	Original Degree	Nil
04	Semester Grade Report	Nil
05	Migration/Tranfer Certificate	Rs. 50/-
06	Duplicate copy of Provisional Degree i) For degree examination ii) For other examination	Rs. 100/- Rs. 100/-
07	Duplicate copy of Consolidated Marksheet	Rs. 100/-
08	Duplicate copy of Semester Grade Report	Rs. 100/-
09	Duplicate Degree/Certificate	Rs. 200/-
10	Duplicate Migration Certificate	Rs. 200/-
11	Re-evaluation of answer scripts	Rs. 20/- per course