



JAMIA HAMDARD

(Deemed to be University)

Hamdard Nagar, New Delhi-110062

APPLICATION FOR ISSUE OF DEGREE / DIPLOMA / CERTIFICATE

Amount (Rs.).....

Receipt No.....

Date :

Cashier (Sign)

Applicant's Name : (in Block Letters).....

(As per High School Certificate)

Father's Name : (in Block Letter).....

(As per High School Certificate)

Mother's Name : (in Block Letters).....

Name of the School :

Name of the Programme (Examination Passed).....

Specialisation (if any).....Division.....

Enrolment No..... Roll No..... Year of Passing.....

Present Address :

.....Contact No.....

E-mail Id.....

Dated.....

Signature of Applicant

To be verified by the Dean /HOD

(I) That the above entries made by the applicant are correct. (ii) That the candidate has signed in my presence and is a genuine candidate. (iii) That there is no dues/outstanding against him/her.

Signature & Stamp of the Dean / HOD

Finance Officer

FOR OFFICE USE ONLY

That the particulars of the candidate are checked and found correct and is eligible to be issued the Degree / Diploma / Certificate.....

Dealing Assistant

S.O.(Exams)

Degree / Diploma No.....Issued on.....by.....

NOTE

1. Photo copy of Provisional Certificate and Final Year Mark-sheet.
2. Photo copy of Certificate of Internship /Training be also attached.
3. Photo copy of High School Certificate regarding his name, father's name etc.
4. Receipt of Degree/Diploma fees.
5. Original, No Dues Certificate (Student should keep a copy with them).

ISSUE OF DUPLICATE DEGREE / DIPLOMA / CERTIFICATE :

Duplicate Degree / Diploma / Certificate can be obtained on submitting an application along with the following :

Original copy of the FIR

An affidavit signed and certified by the First Class Magistrate (not Notary Advocate)

Cutting from the leading newspaper showing that the Original has been lost or destroyed (submit defaced / remaining portion of degree / diploma / certificate, if available).

Prescribed fee of Rs. 3000/- for Duplicate Degree / Rs. 2000/- for Duplicate Diploma/Certificate.