



JAMIA HAMDARD

Hamdard Nagar, New Delhi-110062

FORM OF APPLICATION FOR ISSUE OF UNIVERSITY

CERTIFICATE

(Transcript, Provisional, Migration, Special etc.)

(To be filled in by the Applicant—Before filling in the form, see instructions on reverse)

Received Rs.....

Receipt No.....

Dated.....

Cashier.....

1. Name of Applicant.....

2. Father's Name.....

3. Enrolment No.....

4. Nature of Certificate.....

5. PARTICULARS OF LAST EXAMINATION: Annual/Supplementary: Result: Passed/Failed/Absent

Examination Passed	Year of Passing	Roll No.	Marks Obtained	Division
.....

6. Name of Class Faculty and from which the candidate took the last examination.....

7. In case a candidate applies for a Migration Certificate and Transcript:

(i) Name of the University to which the candidate wants to migrate/Transcript.....

(ii) Course/Courses pursuing separately or simultaneously.....

(iii) Name of the country to which the candidate wants the Transcript.....

Dated.....

Signature of Applicant.....

Postal Address.....

(To be filled in by the Institution Office last attended)

(i) Certified that the above entries made by the applicant are correct and that nothing is due from him/her.

(ii) Certified that he/she paid all the dues upto.....

Dean/Head of the Deptt.

Received the above Certificate No.....Dated.....on.....

Dated.....

Signature of the Applicant.....

INSTRUCTIONS

1. The particulars of the student given in the form should correspond with those appearing in the certificates issued to him/her from time to time.
2. The prescribed fee for the required certificate can be remitted by cash or money order or by postal order drawn in favour of the Registrar, Jamia Hamdard, New Delhi-110062.
3. At the time of submission of the application for issue of Migration Certificate the applicant should bring his/her original Degree Certificate or Statement of Marks of Final Year or Provisional Certificate issued by the last Faculty attended by him/her for verification.
4. 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. 2/- to be sworn before a Magistrate on the following format.

"I..... son/daughter of.....
resident of..... hereby
solemnly declare that the Migration Certificate No..... dated.....
issued to me by the Registrar, Jamia Hamdard, New Delhi to enable me to join.....
University has been lost and that I did not join any other University on the basis of the same nor have I
submitted the same for joining any other University".

5. Provisional Certificates can be issued only before the date of University Convocation for that particular year.
6. All the public dealings are made from 9.30 A.M. to 12.30 P.M.

P RESCIBED FEE FOR MIGRATION, PROVISIONAL AND SPECIAL CERTIFICATE ETC.

		Rupees
1.	<u>Migration Certificates</u>	
	(i) For successful candidates for award of Degree/Diploma ...	100/-
	*(ii) For Duplicate copy of the same if lost or destroyed ...	500/-
	(iii) For discontinued/Failed/Absent candidates ...	100/-
	*(iv) For Duplicate copy if the original is lost or destroyed ...	500/-
2.	<u>Provisional Certificate</u>	
	(i) For degree examinations ...	100 -
	(ii) For Duplicate copy ...	500/-
	(iii) For other examinations ...	100/-
	(iv) For Duplicate copy ...	500/-
3.	(i) Any other Certificate ...	100/
	(ii) For Duplicate copy ...	500/-

• Please see the instruction No. 3

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI-62

Application for Transcripts

Date.....

Name of the Student.....
(in block capitals)

Father's Name.....

Enrolment No.....

Name of the Course.....

Name of the Faculty.....

No. of Sets required.....

Amount of Fee paid.....

Encl:

Attached Photocopy of the mark—Sheet, Degree and fee receipt with the application.

Prescribed fee of Rs. 100/- per copy (for Indian Students) & Rs. 1000/- (for Foreign Students)

Signature of the Candidate

Forwarded by the Dean/HOD



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.....