

कैपिटल विश्वविद्यालय

(Recognized by Govt. of India u/s 2(f) of the U.G.C. Act, 1956)
Koderma, Jharkhand-825409, India



CAPITAL UNIVERSITY

(Recognized by Govt. of India u/s 2(f) of the U.G.C. Act, 1956)
Koderma, Jharkhand-825409, India

Certificate(s) required, : 1. Degree Certificate
Please specify 2. Provisional Certificate
3. Migration Certificate
4. Duplicate Mark sheet
5. Consolidated Mark sheet
6. Transcript Mark Sheet
7. Other/if any

Received Amount

Receipt No.....

Dated.....Cashier.....

To,

The Registrar/Controller of Examinations,
Capital University, Koderma

Sub:- To issue.....

Sir,

Kindly issue me.....of
following examination as per particulars below:-

1. Candidate's Name (in Capital Letters):

2. Father's Name (in Capital Letters):

3. Mother's Name (in Capital Letters):

4. Date of Birth:

5. Correspondence/postal Address:

.....

District: State: Pin Code: Contact No.:

6. Name of Examination Passed:

Paste (Do not staple)
recent Photograph
(Size 35mm x 45 mm)
duly attested by the
Dean/Principal/Head of
the Institution

7. Enrolment Number

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8. Name of Department:

9. Month & Year of Passing:Session:.....

10. Result:Marks ObtainedTotal Marks:.....

11. Reason for issue of the Certificate:.....

Dated _____

Signature of Applicant

FOR OFFICE USE

The Particulars stated above have been checked, verified and found correct. Degree/Provisional Certificate/Migration Certificate/Consolidated Mark sheet/Duplicate Mark sheet may be issued.

Sign of Tabulator

Registrar / C.O.E.

I N S T R U C T I O N

1. All the required particulars should be carefully filled in by the applicant himself/herself. This office will not be responsible for any delay in case the form is incomplete.

2. **University Certificate Fees are as follows:-**

1. Degree Certificate	3000/-
2. Provisional Certificate	1000/-
3. Migration Certificate	1000/-
4. Duplicate Mark sheet	500/-
5. Consolidated Mark sheet	2000/-
6. Correction of Mark sheet	500/-
7. Transcript Mark sheet	3000/-

3. For taking the University Degree / Provisional / Migration Certificate, candidate will have to submit a photo copy of personal identification i.e. Identity Card, Driving License, Ration Card etc.

4. Degree / Provisional / Migration / Duplicate / Consolidated mark sheet fee once paid is not refundable in any case. Mention name, address and class on the reverse of the Bank Draft/Banker Cheque etc.

5. Attested Photostat copy of the certificate of last examination passed/failed by the candidate must be submit / sent along with this Form.

6. University Degree / Provisional / Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result.

7. Under the rules, University Degree / Provisional / Migration Certificate shall be issued to those candidates who are already registered with this University.

8. Attach Xerox copy of all required documents with self-attested.

9. Demand Draft in favour of "CAPITAL UNIVERSITY" payable at "Koderma, Jharkhand".