

## **Fee structure for getting various documents**

<b>Document</b>	<b>Fees</b>
<b>Degree</b>	<b>Rs. 1000</b>
<b>Diploma</b>	<b>Rs. 1000</b>
<b>Certificate</b>	<b>Rs. 1000</b>
<b>Provisional Degree/Diploma</b>	<b>Rs.1100</b>
<b>Migration Certificate</b>	<b>Rs. 500</b>
<b>Transcript</b>	<b>Rs. 2100</b>
<b>Duplicate Mark sheet</b>	<b>Rs. 500</b>
<b>Correction Fee</b>	<b>Rs. 300</b>
<b>Character Certificate</b>	<b>Rs. 500</b>
<b>Verification Fee</b>	<b>Rs.1000 per document (For receiving by post in India)</b>
	<b>Rs.2000 per document (For receiving by airmail to abroad)</b>

All fees should be directly deposited in University Bank Accounts (mentioned at website) through Online Payment and send a copy of Receipt with the application.

Payments made in the designated Bank Account of the University shall only be treated as valid payments and no person shall be authorized to receive any payment in any other mode i.e. Cash, Cheque or Bank Draft.

## Application for issue of a Duplicate Mark Sheet

To

Date:

**The Controller of Examinations,**

Singhania University, Pacheri Bari, District - Jhunjhunu, Rajasthan - 333515

**Sub: Issue of duplicate mark sheet**

Dear Sir,

Kindly issue duplicate mark sheet as per details given below:

Student enrolment no: .....

Name of candidate: \_\_\_\_\_

Contact no: \_\_\_\_\_ E-mail \_\_\_\_\_

Address to which the duplicate mark sheet is to be sent:

Vill./ City .....

Post office / Mohalla .....

Tehsil .....

District .....

State .....

Pin code .....

**Details of the duplicate mark sheet/s sought:**

Course .....

Semester/Year	Passing Year	Marks Obtained	Total Marks

**Detail of Fees paid**

Name of Bank:

Date:

Signature of candidate

Encl. 1. Xerox copies of mark sheet/s

2. Copy of Fee Receipt

## **Procedure for obtaining Duplicate Mark sheet/s/ Provisional Degree and Transcript**

You are required to provide a request duly signed by you for issue of duplicate mark sheet/s / Provisional Degree.

E-mails are not entertained for issue of duplicate mark sheet/s /Provisional Degree

You are required to furnish the following details/documents along with your request

- Copy of mark sheet/s for which you require duplicate mark sheet/s, which will help us to process your request speedily. Please furnish your correct enrolment number, month & year of appearance and Course details for which you require duplicate mark sheet.
- If you furnish a copy of mark statement or correct enrolment number. Month & year of appearance and course details, the duplicate mark sheets are issued normally within twenty days of receipt of your request complete in all respects.
- A fee of Rs 500/- per duplicate mark sheet should be remitted through Online Payment (deposited in University Bank account) and send a copy of receipt with the application.

# Application for issue of a Transcript

To

Date:

**The Controller of Examinations,**

Singhania University, Pachari Bari, District - Jhunjhunu, Rajasthan - 333515

## Sub: Issue of a Transcript

Dear Sir,

Kindly issue a Transcript as per details given below:

Student enrolment no :.....

Name of candidate: \_\_\_\_\_

Contact no: \_\_\_\_\_ E-mail \_\_\_\_\_

Address to which the duplicate mark sheet is to be sent:

Vill./ City .....

Post office / Mohalla.....

Tehsil.....

District.....

State.....

Pin code.....

## Details of the Examinations Passed:

Course .....

Semester/Year	Passing Year	Marks Obtained	Total Marks

## Detail of Fees paid

Name of Bank:

Date:

Signature of candidate

Encl. 1. Xerox copies of mark sheet/s

2. Copy of Fee Receipt

## **Procedure for obtaining Transcripts**

You are required to provide a request duly signed by you for issue of Transcripts

E-mails are not entertained for issue of Transcripts

You are required to furnish the following details /documents with your request.

- A fee of Rs. 2100/- (Two thousand and one hundred) for one set of transcript. The Fee is deposited through Online Payment in University bank account. A set of Xerox copies of all mark sheet/s will help us to process your request quickly.

Prescribed form for transcript duly filled in by the candidate, along with the envelope/s received from Foreign University/ies Management Institution/s, if any. Copy of the Appointment letter issued by the foreign body as applicable.

Kindly note that we will take your name as per our records only

The transcripts along with the requisite fees/documents may please be sent to:

**Controller of Examinations**

Singhania University, Pacheri Bari, District - Jhunjhunu,

Rajasthan (India) - 333515

Email: exam\_cell@singhaniauniversity.co.in

## **Procedure for Correction**

### **FOR CORRECTION IN NAME/ANY OTHER:**

In case , if you find any mistake in your name, Father's Name etc. in the mark sheet sent by the university , kindly send your original mark sheet for correction in name together with supportive documents i.e. matriculation certificate or any other mark sheet/s.

A correction fee of Rs 300/- per mark sheet should be remitted through Online Payment (deposited in University Bank account) and send a copy of receipt with the application.

## Verification of Mark sheet/s

### **Procedure:**

Person/institution who wishes to verify Photocopies (Xerox) of Mark sheet/s needs to do an application addressed to The Registrar mentioning the purpose.

Following documents needs to be attached with the application:

- Visible Xerox copy of Mark sheet/s
- Demand letter in case the verified mark sheet/s is to be sent to the demanding Institution (in case mark sheet/s to be sent to any institution, sealed envelope containing verified mark sheet will be sent directly to the demanding institution. In any case such envelop will not be given to anyone)
- One extra Xerox copy for office record
- Fee Receipt

**Note:** Do not stamp or mention anything on Xerox copy of Mark sheet/s

### **Fees:**

For receiving by post in India:

**Rs. 1000/- per document**

For receiving by airmail to abroad:

**Rs. 2000/- per document**

Fee should be deposited through Online Payment in University bank account (mentioned on website)

For further information please contact:

**Controller of Examinations Singhania University**

**Pacheri Bari, District - Jhunjhunu, Rajasthan -333515**

Email - exam\_cell@singhaniauniversity.co.in

## **PROCEDURE FOR OBTAINING MIGRATION CERTIFICATE**

### **What is Migration Certificate?**

*For Students who completed the course from this University.*

A Student who has completed his/her course (UG/PG/Diploma) from this University and wishes to join other Universities or its affiliated institutions needs to submit the Migration Certificate at the institutions they are joining.

*For Students who discontinued the course from this University*

A Student who has discontinued his/her course (UG/PG Degree/Diploma) from this University and wishes to continue their study in other Universities or its affiliated colleges needs to submit the Migration Certificate at the institutions they are joining.

### **PRE-REQUISITES**

*(Note: These documents are compulsory).*

- a. Degree / Provisional certificate of the Course last studied
- b. Final Examination Mark Statement
- c. Original Migration (Last attended, if applicable)
- d. Print out of proof of payment.

**FEE - Rs. 500/-**

**Postal Charges - Rs. 100/-**

### **NOTE:**

- Incomplete documents will not be accepted.
- The fee paid for the Migration certificate will not be refunded under any circumstances.
- No action will be taken unless the prescribed fee is received by this University.
- Migration certificate will not be issued personally to the candidate. The same will be sent by Post/Registered post to the address mentioned in the Migration certificate application.
- After successful verification, the University will dispatch the Migration certificate by post to the address provided in application form within two working days.