

# GAUHATI UNIVERSITY



## Application for Obtaining Certificate/Diploma See overleaf for Rules

Rule 1, 2 & 3  
overleaf must be  
strictly adhered to

**PROVISIONAL/ORIGINAL**

1. Name in full (in block letters).....
2. G.U. Registration No. & Year.....
3. Father's and Mother's Name in full.....
4. Permanent Address : Town/Village ..... P.O.....  
P.S ..... Dist..... State .....

5. Examination Passed	Name of Board/ University	Year of Examination	Examination Roll No.	Category of result	Name of the Institution
Matric/H.S.L.C.					
P.U./H.S.S.L.C.					
B.A./B.Sc./B.Com.					
M.A./M.Sc./M.Com.					
LL.B./BE/MBBS/BT/ B.Ed./BAMS/BHMS					
LL.M./MBA/MD/MS/ME					
Others					

6. Particulars of Certificate/Diploma prayed :

Name of Certificate/Diploma	Exam. Code Roll No.	Category of result	Year of the Exam.	Name of the College/ Institution

7. Postal Address with Pin code to which Certificate/Diploma should be sent —

8. Amount of fees paid	Payment Receipt No. & Date	

**DECLARATION BY THE APPLICANT**

9. I declare that the above particulars are true to the best of my knowledge and belief. If found otherwise, I shall be liable to action.

Date.....

*Full Signature of the applicant*

**RECOMMENDATION OF THE HEAD OF THE INSTITUTION\***

This is to certify that Shri/Smti. ....Regd. No..... of .....  
a student of ..... College/Classes passed the ..... Examination in.....  
held in ....., Vide Code No..... Roll No..... under G.U. and was placed in .....  
Class/Division/Simple Pass. The Certificate so issued from the University may be sent to the address given in Col. 7 above  
or may be allowed to receive from the University Office, if so desires as per University rules.

Memo No.....

Date.....

*Signature of the Head of the Institution*

\*Head of the Institution means Principal  
of the College/Secretary, University Classes

Name in full (in block capital) & Seal of  
the Institution.

**OFFICE NOTES & ORDERS**

Recommended for  
Signature

Checked  
Certificate may be prepared

Examination record verified  
Fees as shown have been paid

Dy. Regr./Asstt.Regr.(Admn.)

Superintendent (Cert.)

Dealing Asstt.

P.T.O.

## RULES

1. The application must be completed in all respects and should be duly filled in all columns and be submitted with the recommendation of the Principal of the College concerned/Secretary, University Classes, Gauhati University Jt. Registrar, G.U. Kokrajhar Campus (as the case may be) along with the prescribed fees. For Master Degree candidates, appearing privately, the recommendation should be done by the Asstt. Registrar (Admn) of the University or by the Principal of an affiliated College of this University. Such private students will be required to produce relevant documents viz., Admit Card of the Examination, Registration Certificate, Marksheet etc. to the Principal/Asstt. Registrar for the purpose of obtaining his/her signature for recommendation.
2. The applicant shall be required to enclose in the application (a) **Photostat copy of the Registration Certificate, and (b) Photostat copy of the Marksheets of all the parts of the concerning Examinations.** Both kinds of documents should be attested by the Principal of the College from which he/she passed or Secretary University Classes (as the case may be) or by a gazetted officer with proper Seal.
3. No action will be taken unless the prescribed fees (to be sent by Bank Draft in favour of Registrar, G.U. payable at the State Bank of India, Gauhati University Branch or deposited at G.U. Cash Counter) as below is received. The Duplicate copy of the payment of fees receipt is to be enclosed with the application.
4. Internship Certificate must be submitted by the M.B.B.S., B.A.M.S. and B.H.M.S., B.D.S. students.
5. Photo-copy of the withheld result declaration letter must be submitted by the withheld candidates.

### FEES

<u>Name of Certificate</u>	<u>Fee for Provisional Certificate</u>	<u>Fee for Original Certificate</u>	<u>Duplicate</u>
D.Litt./D.Sc./Ph.D.	Rs.1210.00	Rs.1210.00	
M. Phil.	Rs.610.00	Rs.960.00	
Master's Degrees	Rs.510.00	Rs. 560.00	
P. G. Certificates	Rs.510.00	Rs. 510.00	The cost of Duplicate Certificate shall be Double the Cost of Original one.
P.G Diplomas	---	Rs. 510.00	
Bachelor's Degrees	Rs. 360.00	Rs. 510.00	
Rank Certificates	Rs. 360.00	Rs. 660.00	
Certain Subject	---	Rs. 510.00	
Transcript for each Exams.	---	Rs. 1210.00	
Pre University Certificate	---	Rs. 360.00	
Metric Certificate	---	Rs. 360.00	
One year Certificate Course	---	Rs. 510.00	

4. Generally the Diploma/Certificate issued will be sent to the Principal/Head of the Institution concerned or to the Address given in Column 7 in the reverse page by Registered A/D post or will be personally handed over to the Applicant/Candidate when his/her specimen Signature will be attested in the form given below. The University employee will also be able to receive the Diploma/Certificate on behalf of the Candidate by signing an undertaking with due permission from the Dy. Registrar/Asstt. Registrar/Superintendent, Certificate Branch, G.U.

**Note :** All enquiries concerning issue/Despatch of Certificate/Diploma will be attended to from 2 P.M. to 3-30 P.M. on all working days.

To

The Registrar, G.U., Guwahati-14

Subject : Delivery of Certificate/Diploma in Person

Sir,

I may be personally allowed to receive my .....Certificate/Diploma (Provisional/Original) of ....., bearing Code No. .... Roll No.....as it is needed in connection with .....

*Name of the applicant in full*

*Specimen Signature of the applicant*

*Address :*

Specimen signature of the applicant to be attested by the Principal of the College/Head of the Institution from which he/she passed.

*Signature attested*

*Allowed*

*Principal/Head of the Institution  
with Office seal*

*Dy. Registrar/Asstt.Registrar./Supdt.Cer.Br.*