

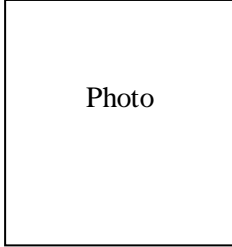


ASSAM UNIVERSITY : SILCHAR
APPLICATION FOR OBTAINING CERTIFICATE

(Please see Page-2 for rules)

PROVISIONAL ORIGINAL

1. Name of the Student :
2. Registration No. with Session :
3. Father's Name :
4. Mother's Name :



5. Full Postal Address for Communication :
(Name, Address and Phone No.)

6. Details of Examination Passed for which applying for certificate :

Examination Passed	Year of Passing	Examination		CGPA/ Percentage	Grade/ Class	Name of College/ Department
		Roll	No.			

7. Fees paid:

Amount in Rs.	Receipt No. & Date

8. Mode of Collection of Certificate : By Post In Person

DECLARATION BY THE APPLICANT

I declare that the above particulars are true to the best of my knowledge and belief. In case any statement made by me is found to be incorrect my application shall be liable to be cancelled.

DATE :

SIGNATURE OF THE APPLICANT

OFFICE NOTES & ORDERS

Examination record verified and found correct/incorrect. Fees as shown have been paid.

Checked
Certificate may be/may not be prepared

Recommended for
Signature

Certificate placed opp.for
signature

Dealing Asstt.

Section Officer

Assistant Registrar (E)

Controller of Examinations

RULES

1. The Original Certificate shall be issued only after holding of Convocation of that particular degree.
2. The application must be completed in every respect. The applicant shall submit self attested copy of –
 - a) Assam University Registration/Migration Certificate.
 - b) Final Marksheet for which Original Certificate is applied for.
 - c) **For MPhil** – Assam University Registration/Migration Certificate, Final Marksheet and Award Notification.
 - d) **For PhD**- Assam University Registration/Migration Certificate, Award Notification and Marksheet of Course Work

3. Current rates of Fees are as under :

Fees for Provisional Certificate	Fee for Original Certificate
MPhil/PhD –Rs.500/- per certificate	Rs.750/- per certificate
Diploma – Rs.100/- per certificate	+ Rs.100/- , if opted to receive Certificate by post.

This is however subject to change.

4. Incomplete application will be summarily rejected without further communication. Incorrectness or inaccuracy of information submitted may lead to rejection of the application and in such case fees deposited shall not be refunded.
5. The Certificate will be handed over to the candidate concerned on proper identification, if opted to receive the certificate in person. Candidate shall bring any valid identity proof alongwith payment receipt and authorization letter(format attached) in case of receipt by other person. If opted to receive the certificate by post an undertaking (Format attached), fee receipt and Address slip (format attached) shall be submitted.

Undertaking

I hereby undertake to receive the certificate by post at the address provided by me at duly filled in Address slip and take the responsibility for Postal delay or Lost if any.

(Signature of the Applicant)

ADDRESS SLIP

NAME : _____

C/O : _____

HOUSE NO. : _____

ROAD/LANE : _____

LOCALITY : _____

VILLAGE/TOWN/CITY : _____

DISTRICT : _____ **STATE :** _____

PIN : _____ **MOBILE NO. :** _____