



SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

APPLICATION FORM FOR ORIGINAL/PROVISIONAL/DUPLICATE DEGREE CERTIFICATE AND TRANSCRIPT

To,
The Controller of Examinations,
Sikkim University.
(Through the Head of Department/Principal)

Date: ____/____/20____

College/Department _____

Sir,
I have the honor to request you to kindly issue me an **(Original/Provisional/Duplicate) Degree Certificate / Transcript.**

I have passed the program _____ **(Honours/Simple Pass)**

In Subject _____ with CGPA _____ & Grade _____ in the
year 20____ under Roll No. _____, Registration No. _____ from

College/Department _____

Receipt No. _____ for amount Rs. _____ dated _____ towards requisite fees
and following documents are enclosed herewith -

- 1) Copy of Registration Certificate and Final Semester Marks Sheet (Mandatory)
- 2) Police General Diary of loss of Certificate (For Duplicate Certificate)
- 3) Copy of Degree Certificate (For Duplicate Certificate)

Postal Address:

Yours faithfully,

*(Signature of the Candidate)

*PIN: _____

Name: _____

Email id. _____

*Mobile No. _____

For College/Department use only

Ref. No. _____

Dated: _____

Forwarded to the Controller of Examinations, Sikkim University for favour of taking necessary action. The Applicant was a student of this College/Department and he/she has passed the examination as stated above in the Year _____ and qualified for the degree. The certificate maybe issued to him/her.

*(Signature of the Principal/Head of the Department)

* Date & Seal:

For University use only

Verified & Found Correct

Put up for approval

Dealing Assistant

Assistant Registrar

- N.B.:** 1. Please see the **Instruction** given overleaf to obtain Provisional/Original/Duplicate Certificate.
2. *Required filling are **mandatory**.



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Instructions

1. All applications for Provisional/ Original/ Duplicate Certificate/Results/Marks sheet etc. must be forwarded by the Principal of the College/ Head of the Department.
2. Self attested copies of University Registration Card and Mark-sheet must be enclosed.
3. **FEES ::**

Sl. No.	Particulars	Amount (in Rs.)
I	Duplicate Mark sheet	200.00
II	Duplicate Registration Certificate	200.00
III	Migration Certificate	300.00
IV	Provisional Certificate	100.00
V	Degree Certificate for 14 batch Passout	---
VI	Degree Certificate for 15 & 16 batch Passout	---
VII	Duplicate Degree Certificate	300.00
VIII	Transcript Certificate	---

4. **The duplicate copy of the Fee Receipt is to be enclosed.**
5. The application must be complete in all respects and should be duly filled in all columns to be submitted along with prescribed fee, otherwise it will be summarily rejected without further communication.
6. **The provisional/ Original Certificate shall be handed over to the candidate or to person duly authorized by the candidate whose signature & photo identity is attested by the candidate.**
7. No certificate will be issued to the Principal/ Head of the Department/ Institution..
8. The application shall remain valid for a period of six months from the date of forwarding by the concerned authorities.