



SIKKIM UNIVERSITY

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

Only for Exam
Dept. Use
Receive
No: _____
Date: _____

APPLICATION FORM FOR MATTERS REGARDING RESULTS, MARK SHEETS, & REGISTRATION CERTIFICATES

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

Subject _____

Date: ____/____/20____

Sir,
I, undersigned request you to do the needful in of the subject mentioned below.
Put tick () wherever applicable

- 1. Withheld Result Declaration.
- 2. Marks sheet /Registration Card/ not received.
- 3. Name Correction in Registration Certificate/Marks Sheet.
- 4. SGPA/CGPA correction in Marks Sheet.
- 5. Duplicate Marks sheet/ Registration Certificate.
- 6. Re-evaluated/Improvement Marks Sheet.
- 7. Final Semester Marks sheet after Passing lower Exam.
- 8. Correction in Degree Certificate.
- 9. Others : _____

| Name of the Student | Roll No. | Registration No. | Subject | Semester | Exam. Year |
|---------------------|----------|------------------|---------|----------|------------|
| | | | | | |

Fee details (Depositor): A fee Receipt No. _____ dated _____
towards requisite fees for the certificate are enclosed herewith.

Signature of the Student

Forwarded and Recommended

Principal/HOD with Seal & Signature

- Document to enclosed: (Please tick)
- * Photo copy of all Marks Sheets.
 - * Photo copy of Registration Certificate
 - * Photo copy of Degree Certificate
 - *Payment receipt

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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.