

Serial No.

BANGALORE**UNIVERSITY**Affix passport
size Photo

1. Name (IN BLOCK LETTERS) (As Registered for University Exams)				
2. (a) Postal Address (For Communication)			
(b) Contact No. / Tel / Mob./email	Pin Code :.....		
3. Name of the College/Department				
4. Indicate the Documents Required.				
5. a. Name of the Examination /Course/Branch				
b. Details of Reg. No(s) with year & month of Passing				
Sl.	Register Number	Year / Semester	Month & Year Exam	Subject / Paper passed
1.				
2.				
3.				
4.				
5.				
6.				
6. Reason(s) for application for the above document(s)				
7. Indicate the Change of Branch or College, if any, enclose the copy of permission letter from the Registrar, BUB		8. Details of Fee paid :		
* (DD should be drawn in favour of Finance Officer, Bangalore University, Bangalore - 01)		Amount (Rupeesonly)		
		* D.D.No.....& Date.....		
		Name of the Bank.....		
		Place		
		Receipt No.....& Date.....		
9. Any other information				

I hereby declare that the information furnished above are true and correct to the best of my belief.

Place :

Date :

*Signature of the Applicant***CERTIFICATE**

1. Certified that the information furnished above are correct as per the records of the College.
2. Certified that the candidate had not rejected his/her results of any year/semester and not involved in any examination Mal-practice. Recommended for the issue of the document(s) applied.

Place :

Date :

Signature of the Chairperson/
Chairman/Director/Co-ordinator/Principal
with seal

BANGALORE UNIVERSITY

DETAILS OF DOCUMENTS AND FEE STRUCTURE

Sl. No.	Name of the Document	Information/Enclosures to be furnished by the Candidate	Fee
1.	Name correction in the Marks Card	Photo Copy of PUC marks card & a letter from the Principal of the College testifying the correct name of the candidate. Original copy of Marks cards(S) showing wrong Entry shall be enclosed.	Rs. 95+10 and Rs.50/- per year per marks card thereafter. (No charges if applied within 60 days)
2.	Correction of Marks Card	Nature of Correction needed in the Marks card must be clearly indicated and Original copy of Marks card(S) showing wrong Entry shall be enclosed.	Rs. 95+10 and Rs. 50/- per year per marks card thereafter.
3.	Withheld removal in the marks card	A complete set of Photo copies of Marks Card of all successful attempts of all the years of the course including Marks Cards which are having withheld remarks to be enclosed.	Rs. 180+10 per marks card within a month plus Rs. 120/- per marks card after a month.
4.	Duplicate Marks Card	An affidavit on Rs. 20/- stamp paper along with passport size Photo of the candidate giving details such as year, Reg No./Year of Passing, course/Sem, college and reason for the original marks card being lost. Copy of Police complaint with acknowledgment.	Rs. 240+10 per Marks Card plus Rs. 95/- per year thereafter.
5.	Consolidated Marks Card (Final year Annual Scheme only)	One set of Photo copies of all marks cards of the course/years without withheld remarks shall be enclosed in case withheld. If any can be got removed simultaneously by paying additional fee as indicated at Sl. No. 3 or get it removed separately before applying for consolidated Marks Card.	Rs. 480+10 per Marks Card
6.	Verification of benefit of gracing rules	Enclose the Photo copy of all Marks Cards.	Rs. 300+10
7.	Diploma certificate	Diploma Certificate will be issued after 30 days from the date of announcement of results of the candidate. A complete set of Photo copies of marks cards for having passed all the subjects prescribed shall be enclosed.	Rs. 180+10
8.	Duplicate Diploma Certificate	An affidavit on a stamp paper of Rs. 20/- giving details such as Reg. No./Month/Year of passing Diploma Course.	Rs. 480+10and Rs. 90/- per year thereafter
9.	Rank Certificate	A complete set of Photo copies of marks card to be enclosed.	Rs. 155+10 per Certificate

Sl. No.	Name of the Document	Information/Enclosures to be furnished by the Candidate	Fee
10.	Genuiness of Marks Card / Degree Certificate	Photo copies of Marks Cards and Degree Certificate, Letter form the concerned verification authority	Rs. 300+10 per set.
11.	Provisional Degree/ Diploma Certificate Counter Signature	Provisional pass certificate issued by the college after 30 days from the date of announcement of results to the candidates who have no opportunity to receive the degree certificate. A complete set of Photo copies of marks card, for having passed all the subjects prescribed for the various examinations of a degree shall be enclosed. 'Withheld' result if any, must be got released before applying for counter signature on thr provisional Certificate (the candidate shall enclose xerox copies for having completed intership in case of candidates seeking counter signature on the provisional certificate for M.B.B.S./B.D.S/B.A.M.S/ BUMS/BHMS & 200 Hrs training certificate for B.Pharma students.)	Rs. 310+10 per Certificate.
12.	Duplicate Degree Certificate	An affidavit on a stamp paper of Rs. 20/- and xerox opies of all the marks cards for having passed in all the subjects and a News paper Notification issued by the Registrar (Eva) BUB on behalf of the candidate shall be enclosed (cost of the paper notification shall be borne by the candidate). Copy of Police complaint with acknowledgment.	Rs. 725+10 within a year plus Rs. 90/- per year thereafter.
13.	Official Transcript	Submit the required Transcript's Photo copies of the marks cards/Degree Certificate, etc.	Rs. 250+10 per set.
14.	Migration certificate	No Due Certificate from the Institute last attended to be furnished.	Rs. 300+10 within a year plus Rs. 50/- per year thereafter.
15.	Duplicate Migration Certificate	An affidavit on Rs. 20/- stamp paper giving details how the migration certificate was lost and the institution last attended / Degree / course / branch passed / completed.	Rs. 725+10 and Rs. 120/- per year thereafter.
16.	Any Other correction of Certificates.	Enclose original certificate which required correction indicating the nature of correction.	Rs. 180+10 and Rs. 90/- per year thereafter.

Note : 1. All applications for the above documents should be forwarded by the respective college Principal after due verification from their College records.

2. Prescribed fees in the form of Demand Draft (from any Bank) drawn in favour of Finance Officer Bangalore University, Bangalore and same should be submitted in the finance branch Bangalore University (City Campus / Jnana Bharathi Campus) and the receipt to be enclosed with the application.

3. Rs. 10/- added in the fees, is towards Application Form.