

कैपिटल विश्वविद्यालय

(Recognized by Govt. of India u/s2(f) of the U.G.C. Act, 1956)
Koderma, Jharkhand-825409, India



CAPITAL UNIVERSITY

(Recognized by Govt. of India u/s2(f) of the U.G.C. Act, 1956)
Koderma, Jharkhand-825409, India

- Certificate(s) required, :** 1. Degree Certificate
Please specify 2. Provisional Certificate
3. Migration Certificate
4. Duplicate Mark sheet
5. Consolidated Mark sheet
6. Transcript Mark Sheet
7. Other/if any

Received Amount

Receipt No.....

Dated.....Cashier.....

To,
The Registrar/Controller of Examinations,
Capital University, Koderma

Sir,

Kindly issue me.....of
following examination as per particulars below:-

- Candidate's Name (in Capital Letters English)
(in Hindi)
- Father's Name (in Capital Letters):
- Mother's Name (in Capital Letters):
- Date of Birth:
- Correspondence/postal Address:
.....
District: State: Pin Code: Contact No.:
- Name of Examination Passed:
- Enrolment Number.....
- Name of Department:
- Month & Year of Passing:Session:.....
- Result:Marks ObtainedTotal Marks:.....
- Reason for issue of the Certificate:.....

Paste (Do not staple)
recent Photograph
(Size 35mm x 45 mm)
duly attested by the
Dean/Principal/Head of
the Institution

Dated _____

Signature of Applicant

FOR OFFICE USE

The Particulars stated above have been checked, verified and found correct. Degree/Provisional Certificate/Migration Certificate/Consolidated Mark sheet/Duplicate Mark sheet may be issued.

Sign of Tabulator

Registrar / C.O.E.

I N S T R U C T I O N

1. All the required particulars should be carefully filled in by the applicant himself/herself. This office will not be responsible for any delay in case the form is incomplete.

2. **University Certificate Fees are as follows:-**

1. Degree	6000/-
2. Provisional	2000/-
3. Migration	1500/-
4. Duplicate Marksheet (Per Marksheet)	1000/-
5. Consolidated Marksheet	3000/-
6. Correction of Marksheet (Per Marksheet)	1000/-
7. Transcript	6000/-
8. WES	10000/-
9. LOR	3000/-
10. MOI	3000/-
11. Bonafide	2000/-
12. Attendance Certificate	3000/-
13. Character Certificate	2000/-

3. For taking the University Degree / Provisional / Migration Certificate, candidate will have to submit a photo copy of personal identification i.e. Identity Card, Driving License, Ration Card etc.

4. Degree / Provisional / Migration / Duplicate / Consolidated mark sheet fee once paid is not refundable in any case. Mention name, address and class on the reverse of the Bank Draft/Banker Cheque etc.

5. Attested Photostat copy of the certificate of last examination passed/failed by the candidate must be submit / sent along with this Form.

6. University Degree / Provisional / Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result.

7. Under the rules, University Degree / Provisional / Migration Certificate shall be issued to those candidates who are already registered with this University.

8. Attach Xerox copy of all required documents with self-attested.

9. Demand Draft in favour of "CAPITAL UNIVERSITY" payable at "Koderma, Jharkhand".