



ASSAM UNIVERSITY : SILCHAR
APPLICATION FOR OBTAINING CERTIFICATE
PROVISIONAL / ORIGINAL
(See overleaf for Rules)

- 1. Name of the Student (in Block letters as written in Regn. Card)
2. A.U. Registration No. with year
3. Father's/Husband's Name in full
4. Full Postal Address for Communication with Phone No.
5. Details of Exam Passed for which applying of certificate

Table with 6 columns: Examination Passed, Name of Board/University, Year of Passing, Examination Roll No., Division/ Class /Simple Pass, Name of School/College

6.Fees paid :-

Table with 5 columns: Amount in Rs., Payment receipt No. & Date, Crossed Bank Draft No. & Date, Application No. Date of Receipt, Dealing Asstt.

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 :

Full Signature of the applicant

RECOMMENDATION OF THE PRINCIPAL/HOD OF PG DEPARTMENT

This is to certify that Shri/Smt. _____ Regn. No. _____ of _____ a student of _____ passed the _____ Examination 20 ____ held in 20 ____ vide Examination Roll _____ No. _____ under Assam University and was placed in _____ Class/Division/ Pass. The certificate as applied for may be issued.

Memo No. _____

Signature of the Principal/HOD of PG Deptt.

Date _____

Name in full (in Block Letters) _____

Office Seal & Date _____

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)

Deputy Registrar (E)

RULES

1. The application must be completed in every respect and should be submitted through the Principal of the College concerned/Head of the Deptt., Assam University (as the case may be) along with the prescribed fees. The applicant shall be required to enclose with the application (a) Photostat copy of the Registration Certificate/Migration Certificate duly attested (b) Photostat copy of final mark-sheet for which original certificate is applied for duly attested.

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.

2. The current rate of fees are as under:

<u>Name of Certificate</u>	<u>Fees for Provisional Certificate</u>	<u>Fee for Original Certificate</u>
Master Degree	₹ 100.00	₹ 750.00
P.G. Diploma		
Bachelor's Degree		

This is however subject to change.

3. All prescribed fees should be sent by Bank Draft payable to the “Assam University” at the **UCO Bank / State Bank of India** or be deposited with A.U. Cash Counter.
4. Generally the Certificate will be handed over to the candidate concerned on proper identification. If certificate is required by post self addressed stamped envelope of size **11 x 5** to be submitted along with the application.
5. The Original Certificate shall be issued only after holding of Convocation of that particular year.
Specimen Signatures of the applicant to be attested by the Principal of the College / Head of the Institution / Head of the Department from where he / she passed the Exam.

Name of the applicant in full
Address :

Specimen Signatures

1. _____
2. _____
3. _____

Signature attested

Principal / Head of the
Institution / Head of the Department
with office seal

Allowed

C.O.E. / Deputy Registrar (E)